



NATIONAL EDUCATIONAL SECRETARY



May 1959
Volume 24, No. 3



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NATIONAL EDUCATIONAL SECRETARY

A professional magazine for Secretaries, Clerks, Bookkeepers, Administrative Assistants in Educational Offices
and the official publication of

The National Association of Educational Secretaries
A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION

VOLUME 24, NUMBER 3

MAY, 1959

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THE REGIONAL CONFERENCES

Atlantic City, New Jersey, February 13-15, 1959

San Antonio, Texas, April 24-26, 1959

THE INSTITUTES

St. Louis, Missouri, July 20-24, 1959

Austin Texas, June 29 through July 3, 1959

This is the

"It's My Job"

Issue of the Magazine



One of our most frequent requests for themes used in the magazine has been to have articles written by members of NAES describing their particular job.

Such articles express this issue of THE NATIONAL EDUCATIONAL SECRETARY. You will enjoy the offerings of Betty Schaffer, Dolores Orth, Lois Stauter, Wilma Haight and Mary Keller.

Then read the articles by our guest writers. Dr. Hamilton's article on "Educational Secretaryship — Trade or Profession" is packed full of thought-provoking material.

Dr. Halsted presented his address on "Education for International Competence" at the Regional meeting in Atlantic City this spring. His trip to Russia last summer is described in this issue.

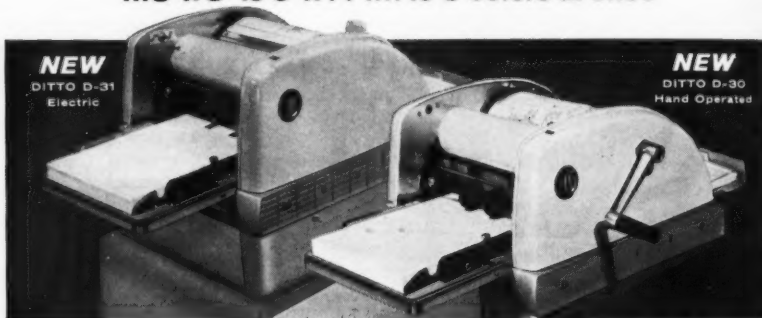
Mrs. Johnson's article on "Angels from Academe" will give you a bird's-eye-view of what an impression the secretary makes on the new schoolteacher.

Will you meet Amy in St. Louie? The full convention program is outlined for you and the description of the Institute that follows is given in detail.

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According To Your NAES President

RACHEL MAYNARD
College of Business
University of Arizona
Tucson, Arizona

This page is written, of necessity, a full month ahead of the date line on the cover of this magazine. It is Spring in Tucson, and as I sit in my outdoor patio in the golden sunshine under the deep blue sky, it is very hard to pronounce words of wisdom to you.

The tiny leaflets on the palo verde and the plump buds on the mesquite, upon reflection, do bring forth a good theme: It's Spring! Time to renovate yourself and renew your mind—much as you do the spring cleaning for your house and refurbish your clothes.

In the pages of this magazine are the programs of the Convention and the Institute in St. Louis. You may choose to replenish your competency-skills and enroll for the classes in Commercial Correspondence, Records Administration, Work Simplification, or Public Speaking. And if you want to recharge your mental-enjoyment dynamo, how can you resist Reading for Today's World, Understanding the Arts, or World Events! Also, a NAES Convention and Institute is the best place to re-light the fires of your enthusiasm for your job or to renew friendships with your around-the-country-colleagues.

To all of you who have never attended a Convention and Institute and who have already closed your mind on the "can't-afford-it-haven't-got-the-time-never-went-and-am-afraid-to" kick: Wait! Turn around! Take another look at the Institute program. Been feeling kinda dull lately? Little restless? Wishing for something new and exciting? We don't claim that going to a NAES Convention and Institute will cure all this dark-dull feeling, but we can say, truthfully and enthusiastically, that you'll feel a whole lot better and newer and more sparkley than you've ever felt before! You just have to try a Convention and Institute to know!

I should now give you a report of NAES progress thus far this year. Would you believe it, National membership, here a full three months before the end of the membership year, has reached and exceeded last year's total! Those 50,000 mailing pieces about our three publications, sent to superintendents and principals, brought in many, many inquiries from educational secretaries who were hearing about NAES for the first time. And did you see the NAES write-up in two issues of TODAY'S SECRETARY?

Our fourth handbook, PLAN YOUR WORK AND DO IT, under the capable guidance of Marion Wood and her committee, will be presented to you at the St. Louis Convention. You'll also see the Life Membership pins there. Interest in our Professional Standards Program continues to grow, among secretaries and administrators alike.

NAES is just about to close the door on its 24th year and to open the curtains on the 25th year. We are at the point of decision, of expansion: Can we afford to ask for that Headquarters Office in the NEA Building in Washington, D.C.? Can we afford to employ an Executive Secretary? Can we afford not to? Certainly, we are not standing still and we must continue to grow, even as the spring leaves are expanding and growing. Our future in our next 25 years will be the main topic for discussion at the St. Louis Convention. You are a member of NAES. Will you be there to help in the decision?

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Angels from Academe

by
MRS. JACQUELINE JOHNSON
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Mrs. Johnson is head of the Language Arts Department at Lynnfield Jr. and Sr. High in Lynnfield, Mass. She has served as a master teacher for Harvard University. She has worked with dramatic and speech groups. A personal note: Mrs. Johnson has made many lasting friendships by moving to a new school system whenever her husband was promoted. It was our good fortune to be in one of the school systems where she taught. In short, she's tops!

I speak for that growing group of transient schoolmarms who, because of their husband's occupation, find themselves perennial beginning teachers. Five times have I been initiated to assembly schedules, absentee slips, and daily bulletins; and each time it has been the angel of the school's office who has made the initiation painless, pleasant, and successful.

It is on panic day—that first day of the school year—when the school secretary begins to dig into the new teacher's heart. After bells have rung meaninglessly, one-hundred strange names have listed themselves alphabetically, and a rainbow of cryptic forms has piled staggeringly, the neophyte of the faculty weaves to the office angel. There she is—the one placid being in the building. A rock upon which to cling! With her help the question marks in the margins of the teacher's handbook are erased; the forms lose their mystery.

The new teacher represses the urge to salaam.

Being awe-struck is a fleeting condition. As the teacher becomes acclimated, the secretary is no longer just a rock. She is also a vat—a vat into which one can pour all the ingredients of catastrophe or chaos, and no explosion will occur. Now, the teacher can say almost casually, "No, Johnny, I don't know what you do about a lost locker key. Ask the office." "We're out of lined composition paper. Go to the office for some, Billy." "What's that, Sue? You mistakingly put your good luck piece, an Indianhead penny, in the lunch fund this morning? Well, go to the office; perhaps they haven't gone to the bank yet." Somewhere, perhaps, deep in the subconscious, the teacher realizes that the words "office" and "secretary" are frequently synonymous; but the persistent use of the word "office" is a trick of the conscious—or of the conscience.

Often in the teachers' corner of the cafeteria, one can hear the diners paying tribute, between hurried bites, to the efficient office staff they now have and have known. From the small one-girl desk to the highly organized office staff, secretaries seem to have done everything but teach the classes and fire the furnace. (I don't doubt that even these tasks haven't been accomplished by a dutiful young lady in some school. I hope, for her sake, that these jobs are not part of regular policy.) In schools where time check-in tables and key boards are required, it is the secretary who supervises these. Some secretaries we know keep those maddening school registers and actually do not feel that it was a mathematical maniac who designed them. Cutting stencils for tests and filing copies of tests are other extra services of office girls. Teachers are also aware that it is sometimes the secretary who checks to see if the teachers' planbooks are up-to-date. Most secretaries arrange the appointments for teacher-parent conferences,

but one angel sends to the teacher ahead of time a blurb on the history and the personality of the parent so that the teacher can prepare accordingly. Reviewing these over-and-above-the-call-of duties brings back the old awe; and the teacher can smile understandingly with the secretary the next time the principal says, "This is an excellent fifty-page resume of the work of the Latin classes, Miss Pratt; I'll have my secretary type up six carbon copies."

The school office angel who must be the epitome of all a secretarial creed could require, I remember in Elkhart, Indiana. She was technically the principal's secretary, but she treated every teacher as if he or she were Dr. James B. Conant himself. I recall that sometimes in the heat of the afternoon, I would receive from this celestial typist a little note saying: "Is there anything that I can do for you?" Of course, there always was a book list or a grammar exercise to be duplicated, and the offer was never refused. As I look back, I can't really name the exact materials she helped me add to my courses and to the departmental files. I know that they were numerous. What I cannot forget is her consideration. She offered her assistance; her help was given cheerfully and freely. This same secretary also cut the stencils for the school newspaper and worked with other secretaries to have the duplicating done on the best machine in the school system.

Perhaps the greatest debt of gratitude the faculty pays to the school secretary is for her services as liaison between the principal and the individual teacher. It was nearing the end of a marking term in a small high school; the chemistry teacher was judging science fairs, the English teachers were directing plays and coaching debates, the junior sponsors were committing for the prom, and all of the teachers were busily marking tests and averaging grades. Besides, it was the first real spring day of the long gray winter. Filling out and returning to the office such a mundane thing as a tax form was totally unimportant to all, except to the principal, naturally. When I walked into the office at 4:00, the perk redhead at the desk was tittering; but her halo was showing. In spite of the deadline announcement on the daily bulletin, few forms had arrived in the office during the day. She had

not wanted to interrupt any classes; therefore, she was now taking her own valuable time to give a last reminder to every negligent "form-returner" before she gave the list of "failures" to the administrator. The regular student office assistants had left for the day; and to help her in her trackdown, she had recruited her own children, little ones from the junior-high wing. Like General Grant, she sent out her scouts to every front: spring football practice, the library stacks, backstage, and to the classrooms. Soon, the sprites returned with tax forms waving like victory flags. Once again, the school secretary had aided the pedagogues to save face in the eyes of the principal.

What are my impressions of school secretaries? Secretaries seem to have many traits in common. They are the only people in the school who can run the ditto machine without turning purple. Secretaries know where to find things—the master key, last year's Christmas show programs, back textbook orders, ink eradicator, the screwdriver that fits the record player, and Jimmy Smith during the sixth period. Secretaries can keep a white collar white. Secretaries do not faint when there enters the office a gym-suited boy with a bloody nose; secretaries do melt when a first-grader is sent to the office for disciplinary purposes. Secretaries can speak over the public address system without staring at the microphone. Secretaries can simultaneously answer two phones and pull out a filing cabinet drawer with their left foot. Secretaries are ambidextrous angels.



Wilma Haight and Emma Castner from New Jersey, renew their friendship with Mary Bowers from Indiana at the Regional Conference in Atlantic City.

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Educational Secretaryship - - Trade or Profession

by

WILLIAM J. HAMILTON, Ph.D.

Dean of Peirce School of Business Administration

Philadelphia 2, Pennsylvania



Dean Hamilton received his undergraduate and graduate degrees from the University of Pennsylvania. He is a member of NAES. Dr. Hamilton was a school secretary for six years prior to his engagement as a public school teacher and later school administrator. He is now the educational director of a large, well-known private business school.

Many of our established vocations have acquired a substantial measure of respect down through the ages largely by their own efforts. Thus, physicians are now wrapped in such dignity that the public forgets how recently they occupied the status of barbers. The accountant has climbed down from the high, three-legged stool of the eye-shaded bookkeeper and on up to the solemn eminence of the Certified Accountant, recognized in all forty-nine states and measured by state administered examinations. The practical nurse of yesteryear is the registered nurse of today, licensed and protected by statute in her profession. Teachers, who, less than a century ago, were merely tutors and part of the domestic household of the wealthy, have risen to the heights of professional recognition along with educational administrators. But the Educational Secretary is still struggling up the ladder

toward this status. She is still neglected by the historian, scorned by the literateur, and ignored by most institutions of higher learning. In the stuff of which heroines are fashioned, she is well down the list; less romantic than Florence Nightingale and certainly not as spectacular as our present day Clare Booth Luce, for example.

Be that as it may, the educational secretary has moved impressively along the path toward professionalization. That she is an important lubricant to speed the machinery of educational administration cannot be denied. One cannot help but be impressed, as I have been, by the evidences of the school secretary's changing position in American Education and by the new momentum of her professional activities.

In hundreds of cities, towns and villages all over the country, the school system is the "biggest" business in the community and by far its most important. Now that education has become a main theatre of the cold war and a potential instrument of military defense and offense, it has taken on new and vital significance. Where does the educational secretary fit into this picture?

It is my earnest belief that your association has moved a long way along the path toward professionalization of this important educational vocation. Your Educational Standards Program is impressive and the enthusiasm of your members is revealing. Your publications are challenging and your special service booklets, **FILE IT RIGHT**, **ACTION AND REACTION**, and **BLUEPRINT FOR ACTION** are wonderful textual materials with such a practical touch. I have examined the outline for your new publication, **PLAN YOUR WORK — WORK YOUR PLAN**. It is comprehensive and authoritative.

What of the Future

But where do we go from here? Have we arrived at the point of calling Educational Secretaryship a Profession? I think not, though your organization is well on its way. There are still some steps to be taken, some rungs to be climbed on the ladder. As a former school secretary who has become a school administrator, who employs school secretaries and who has looked at your association rather closely and objectively, I am left with some questions in my mind. Here they are for what they are worth.

First, have you defined completely the educational and professional objectives of your association? Have you communicated these clearly to your employers and to educators in general so that they may properly evaluate the fine work of this group? Your educational objectives are praiseworthy indeed, but has a basic minimal program of training been brought into focus? There seems to be a great deal of educational activity going on, but it appears to have little direction.

Perhaps the time has come to bring all of this educational activity into some sharper focus by establishing a minimum program above and beyond the basic skill subjects of Stenography, Typewriting, Business Machines and Accounting programs, which are provided for so adequately in sound business school and public school programs. Such a minimum program of sequential courses might include the following, for a start:

- Educational Psychology
- Educational Organization and Administration
- Office Management
- Human Relations
- Community Relations and Resources

Second, what steps are being taken to achieve State recognition as Certified Educational Secretaries? Certainly, your own educational standards represent an intermediate step but ultimately state licensing and recognition are vitally necessary.

Third. Has the membership raised its sights high enough? Yours is a most important job—it is becoming a highly specialized job, representing service with a capital S. My one quarrel with you is that you have not placed yourself on a high enough plane in keeping with your re-



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sponsibilities. You need to become more enthusiastic about your important part in the educational process. Someone has said there is no such thing as a dead end job—just dead end people. Do you play your part as if it were a major role?

Fourth, are you merchandising your product? You have an impressive program for professionalization and a devoted and intelligent group of members. But do your principals and superintendents and teachers know enough about you and are they sold on your aims and goals? Many a company which has developed a sound product has fallen by the wayside because of a mistaken belief that better mousetraps will automatically build business.

Educational secretaries are doing a good job today; they have arrived at an important point in development. But doing a good job is not enough; that job must be known and appreciated at its true value by educators and the public.

(Continued on page 23)

Education for International Competence

A Summary of a Talk Given By
HENRY M. HALSTED

A Member of the Staff of the
Educational Policies Commission
To The Regional Meeting of

The National Association of Educational Secretaries
Breakfast Meeting, Sunday, February 15, 1959, in Atlantic City



Mr. Halsted, a graduate of Williams College, studied at Yale Law School, earned his Master's Degree from Teachers College, Columbia University, and is currently preparing a doctoral project on "Education for International Understanding." Mr. Halsted has been coordinator of the International Teaching Service Bureau and a Research Assistant in the Citizenship Education Project at Teachers College. He is currently Project Secretary for the Educational Policies Commission sponsored by the National Education Association and the American Association of School Administrators. Last summer Mr. Halsted programmed the visit to Washington, D. C. of the first Soviet youth delegation to visit the United States under the Lacey-Zaroubin Exchange Agreement.

Most of us have followed with interest the newspaper reports of the visits to our country of delegations of Soviet agricultural specialists, wrestling and hockey teams, musicians, editors of student newspapers, scientists, educators, and the fabulous Moiseyev dancers. We felt reassured that these Soviet visitors were seeing America as it really is and returning home prepared to take Khrushchev and Pravda with larger doses of salt. We were glad that Van Cliburn, the Philadelphia Orchestra, American athletes and educators, exhibits, and election observers were beginning to pierce the iron curtain and reveal

common desires for peaceful co-existence. Our image of a Soviet which at one time took the form of a Stalin or a Gromyko was now tending more and more to resemble a jovial Menshikov or Mikoyan. And when faced with the prospect of actually meeting and entertaining last summer a delegation of Soviet youth, some of us found ourselves drifting into the encounter with an altogether nonchalant, self-assured air. American hosts to the Soviet youth began with the idea that if they allowed their guests simply to see America, to see the way we live, and to observe us in our normal situations, they would return to their country with a truer and more favorable picture of Americans and the United States. Was this the case?

Americans who took part in receiving the Soviet visitors report that little progress in person-to-person relationships was achieved. "There seemed to be a total impenetrable wall dividing us," said the young Americans, "And they appeared to have no desire to breach the barrier." "It was an upsetting experience," others said, "because of our complete inability to establish any sort of rapport with our visitors or to achieve any measure of appreciation or understanding of one another. Their approach was not on the level of person-to-person, which we are accustomed to, but on the level of policy-to-policy."

The Soviet group sought to avoid spontaneous gatherings of individuals. They insisted almost at all times upon remaining together as a complete delegation. They asked few questions and expressed their views through their leaders. The high degree of discipline in the delegation and their expressed preference for activities in large groups tended to guarantee that no single topic could be aired deeply, and only the barest kind of interchange and contact could occur. Asked if their image of the U.S. had changed, one replied,

"Naturally we have learned many more details and rearranged a few, but our basic image is the same. The visit has not changed our impression, it has merely deepened it."

In the USSR the American youth delegation visited factories, collective farms, pioneer camps, research institutes, the theater and ballet, universities, and everywhere met with groups of Soviet students and youth. They were taken to see the directors of whatever institutions they visited, were lectured to at length, had opportunities to ask questions, and were themselves questioned for hours at a time. Groups of young workers or students with whom they might have talked more intimately were kept in the background.

Soviet questions were always the same. Will there be war? How much does it cost to go to the university? What is the percentage of people who get stipends to study? How do people get jobs after the university? What about US foreign policy? Segregation? The recession? How are the five million unemployed able to survive without jobs? Because they had no line, the Americans found their complex society difficult to explain in a Soviet-type discussion. While trying to answer, they argued among themselves, for each had his own opinions about America. Perhaps the greatest difficulty was in finding ways to say something meaningful to the Soviets. Something they could understand in terms of their own experience.

Both the Americans visiting the USSR and those receiving the Soviets here were impressed by the optimism of the Soviet young people. The overall impression they conveyed was of a people conscious of its objectives, of its purposes, and of its progress toward them, a people secure in the conviction that a bright future must be the reward of unwavering dedication to work and education.

Contrast this with America. A recent poll of 1600 high school pupils in one state asked them what they consider to be their most serious problem. The greatest number of them, sixty-five per cent, listed "anxiety as to what the future holds" as their most important problem. A similar poll of high school students in another state asked whether or not students saw a war in their future. An overwhelming

majority said they did, and when asked what the consequence of such a war would be in their opinion, they stated, "complete or almost complete destruction." Still another survey of attitudes of high school students asked them how they saw themselves some twenty years hence. Almost all responded not in terms of what they would be, but in terms of what they would have. The attitudes of many American youth are marked by anxiety, pessimism, and material values.

Yet a divided world that is striving to find ways to attain both freedom and a decent standard of living needs America and confident Americans competent to lead the way.

If Americans are to be internationally competent they must know their own country. They must be able to explain and discuss effectively the aims, ideals and accomplishments of American democracy in terms that they and the foreigner will understand. If East-West exchange has proved one thing, it has proved that the American "way of life" does not explain itself, and most Americans are not able to explain it. The "amicable but often fuzzy-minded American" will not do as much harm as the "ugly American." He cannot, however, create an accurate picture of his country and its aims.

Similarly, Americans need to have a clear and accurate understanding of world communism. They must learn as much as possible about Russian acts and intentions. Ignorance of rival philosophies puts Americans at a definite disadvantage in dealing with foreign nationals and in developing informed opinions on foreign policy issues.

Finally, if Americans are to be internationally competent they must revive their faith in the democratic ideal and in themselves. They need to revive a feeling of purpose, a sense of a great and a worthy cause, a sense of significance, and a sense that what they are doing and studying is important and relates to what they will be and will do.

Sir Winston Churchill once said that those who ask what we are fighting for would soon find out if we stopped. Young Americans who met the Russians last summer began, many for the first time, to find out. The Soviet sense of mission was

(Continued on page 16)

One Continuous Performance

by
BETTY J. SCHAFFER
Northwestern University
Chicago and Evanston, Illinois



The usual procedure in describing what a job involves is to present a detailed account of a "typical day." I can't do this! I have no such thing as a typical day in my job. Of course, no educational secretary has a strictly routine set of tasks to perform day in and day out, but . . . as secretary to one well known to you as Simon Legree, my duties are even more diversified. (Did I hear someone whisper, "no wonder"?)

Do I sound unhappy? I'm not. New experiences are essential to a balanced and growing personality. I love them! And so does my boss, I might add. This writing assignment is one of the most difficult I have had in my four years at Northwestern—to decide where to start describing "what I do."

I might explain, first of all, that our administration must have thought we possessed far too much energy to be contained in one small city, Chicago. They decided to spread us out a little, and opened an Evanston suburban branch to serve North Shore folks wishing to attend evening classes, and thus furnish another tent for our circus. We do not try to keep a duplicate set of records on both campuses, and many of the students who take courses in Evanston also attend classes in Chicago, so that the records cannot be separated. This means that only those jobs not involving the use of files

and records can be efficiently carried out in the Evanston office. Those of you who work in University offices: how many jobs can you think of which do not require reference to files or records, or volumes of materials and information not easily duplicated or transported between two offices 15 miles apart?

Naturally, we have telephones. (Yes, we do.) What's more, they have a nasty habit of ringing occasionally; it seems there is always someone with a question at the other end of the line. This is one of the main purposes for maintaining hatracks in both areas. We also have visitors seeking admission or information or withdrawal, faculty persons picking up materials and also seeking information. We even see parents, or husbands or wives of students, who come to complain about regulations and procedures, and who try to "straighten things out" for the poor befuddled student (who may be anywhere between the ages of 18 and 80, I might add.)

However, this stream of public contacts is not great enough to fill our day. So we must import jobs from the main office in Chicago. One of the most flexible of all our tasks is dictation. For some reason, MWSL, alias Simon Legree, never seems able to get to the bottom of the basket labeled "Letters to Write." There is great variety within that stack: NAES board memos and committee communications, not to mention various and sundry requests for advice and information from all over the 50 United States of America! AAUW memos, letters, speech invitations, committee reports, etc. NAWDC enters in somewhere, too. Before, between, around, and after all this is the steady flow of prospective student inquiry letters, communications to faculty and staff personnel, memos and reports to the administration, and, at least six times a year, a flood of warning and exclusion letters to students who simply cannot make the grade average, for one reason or another. Again, some of these cannot be answered without reference to files and records, or digging out enclosures, samples, or some minute detail. Then, to save precious time, I must

sign and mail the letters without the benefit of the boss's eagle eye (or eyelegae, as she calls it). With three (at least) willing and able secretaries, though, to take the notes and pound the keys, the mail somehow goes through. (We have filled three whole file drawers within the past two years with single carbon copies of letters to students who needed a guiding hand and an encouraging word.)

So far I have mentioned the few jobs most all secretaries have in common. Of course there is the usual desk-dusting, supply stocking, coffee fetching (we usually do not take a coffee break, but bring the coffee back to the matter at hand), etc. Right now "the boss and I" (not the Egg and I), are doing our best to pull together the catalog and fall time schedule material for 1959-60. Several of our department chairmen cannot understand why we need to know so early who will be teaching what courses at which hour and on what days and why so many can't have Tuesday 6:20 for all their classes, and why *aren't* there enough choice rooms to go around? And what is a deadline? One that a fish won't nibble, of course!

One of our gala events each semester is the informal non-credit lecture series, presented on our Evanston campus for those who enjoy educational and cultural activities, but who are not interested in credit or "going to school" as such. Our main responsibilities for this program include organizing a stimulating and interesting program, securing qualified faculty to present the lectures, preparing advertising copy and arranging for a selected mailing, ticket sales, records for the class rolls and accounting purposes, payrolls. And every night of the first week we must be on hand to welcome and register the many people who come at the last minute. This year we were even more involved, as my boss decided to teach one of the courses herself. Course materials are so much fun to prepare, aren't they?

I must not forget to mention one of the most important parts of my job this year. (Most of my jobs come once a year, or once a semester; never once a month, once a week, or once a day.) You may already know, or should have guessed at least, that we have several copies of a particular publication in our office. It has a blue, white, and black cover, and the name of it is **BLUEPRINT FOR ACTION**. (We have some other pamphlets, too, of differ-

ent colors and titles!) To get back to the subject, we are using these blue booklets fast and furiously right now, as guides in writing handbooks to cover every job that comes into the office. We have been working on this project for at least a year—possibly two—and still have just scratched the surface. We write, rewrite, re-rewrite, change, delete, add, test etc. until every word is descriptive and informative, every step simplified, every detail accurate. Of course, we do not expect the handbook to DO the job, but to outline it and present a source of reference to which we can turn when we are in doubt about a procedure. Verbal instructions always accompany handbook materials when we are breaking in a new girl.

The handbooks are most necessary for those once-a-year jobs and even once-a-semester jobs that require so many peculiar reminders. One of these jobs is the assigning of classes to suitable rooms. We must keep in mind that Mr. A wants a small room with movable chairs so he can carry on a lively discussion. Mr. T would like to have two rooms, so he can divide his class and work out two different study plans for students according to their interests. Mr. Z wants more blackboard space. Mr. D wants air-conditioning, etc. Naturally, the classes involved either outgrow the rooms desired or some other class has become so large that we must make a shift for better or for worse. You can please some of the people . . .

Last, but certainly not least, and for me the most fun of all, is registration time. Probably my joy in it comes from the bedlam and never-ending activity, from 9 a.m. until at least 9 p.m. Phones ring longer and louder and more times per minute than they do all the rest of the year. Students burst into the office, while we're deeply engrossed in desk work, to try to persuade us to make an exception and let them register "here and now" rather than waiting until the stations are set for them. Even though a good percentage of our former students now register early by mail, our first night of registration is overwhelmingly busy. This semester, for the first time since I began working at Northwestern four years ago, we did not have double and triple lines up and down all the stairways and halls between the ground floor and the fifth floor! This year, for some reason, the lines moved

(Continued on page 16)

The Secretary Flips

by

MRS. LOIS STAUTER

Homer Community Consolidated Schools
Homer, Illinois



I am a neurotic school secretary!

Every secretarial magazine I pick up has at least one article extolling the virtues and qualities of the educational secretary. I have attended the conventions and workshops for the educational secretary for the past several years. The first time or two I attended, all guest speakers gave glowing reports of how important and irreplaceable secretaries were, wow! What gals these secretaries were!

I love bananas, but a steady diet of them would make me come to the point where I couldn't look a banana straight in the peel again. So it is with articles on the educational secretary.

Just once, I would like to hear of an educational secretary blowing her stack! In every article about the educational secretary, most of our duties are listed in detail, plus the extra "little" jobs we do. (Did anyone else ever have to go to town to buy a pair of panties for a "lax-ativated" first grader?), but then we all grin and bear it and enjoy every minute of it. Martyrs, we are.

How about someone writing an article just once, about a temperamental secretary? I guess that's what you'd say I am. I know my flasher signal is on frequently, but a good bolt of lightning once in a while seems to clear the air.

From the articles published about edu-

cational secretaries, I get the impression that they're all smart, smart, smart. Here again, I'm the low man on the totem pole. Do I consider this a disadvantage? No, I see it as a great contribution to mankind. Let me explain.

My boss is a staunch believer in letting the public know all of the facts about our school. We send weekly news releases to newspapers, besides bulletins sent home to the parents. As you know, the language of the educator isn't always the language of the people. When he becomes too involved in words and explanations, I ask questions. Then he explains it in words I can understand. He calls me his John Q. Public. When he's through with an article, if I can understand it, anyone can!

Another phase of my failure in the role of the perfect secretary is lack of professional dignity. Like the time I sent a statement for 5¢ for an extra doughnut to our new science teacher, and had a notarized receipt all ready for him when he came in with a professor-ish scowl on his face to pay the bill! I lacked dignity, but he's still with us after 5 years. That's not bad, considering the fact that he came to us in the middle of a school term to fill in until he could find a "better" job. I'm also proud of the fact that he was teaching in OUR school when he received a stipend from the National Science Foundation to do graduate study this summer at a university in the South.

I'm also up to here—in the matter of public relations. To me, public relations is something that is acquired and practiced, and it reminds me of a trick we pull on our husbands—we put our ideas into his head, then praise him to high heaven for thinking of it.

I think we should all put forth our very best in dealing with others, but sometimes I think it is a little over-done at times. Instead of thinking of public relations, I like to think of it in terms of personal relations. Every child, every teacher, parent, or salesman who enters my office is a person. He is treated like

one. If I act glad to see him, I am glad to see him. After I've handed out the twenty-third safety pin for the day, if I act annoyed, I am annoyed. If a teacher comes in and wants to talk, we talk.

It's at times like these that good, genuine sincerity, mixed with a portion of common sense and humor, is better than all we ever learned about public relations. Be yourself, act natural, and let the other person know you care what happens to him. See what I mean? Personal relations, not public.

I like my job, the kids are fine, I like and respect my boss, I tolerate parents, I'm on speaking terms with most of the teachers (in fact, I love 'em all) but it is so frustrating to fall so short of the Mona Lisa painting of the educational secretary. Come now, we can't all be perfect!

Do I sound like I'm a neurotic secretary? I am, I said so in the first line, remember?

(Continued from page 14)

rapidly and smoothly, and we had no bottlenecks! The counselors couldn't believe their ears the next day when we informed them, after laboring through the night's statistics, that we had registered as many or more students on that first night as we did on the corresponding first night of other years. We, of course, attribute it to good planning and organization, and an excellent, willing and capable staff.

(Continued from page 12)

a shock. It had the effect of arousing these young people to aspire to and fight for what they believe. An energy uncommon among American students is apparent in meeting these young Americans who have seen the challenge at first hand. That energy can be found in all our people. Only by releasing and directing it, however, can America attain international competence.

It's a big help

YOU have no idea how your friendly courtesy to our representatives cheers them. Selling school books is no picnic. It's nice folks like you who brighten the day.

Thanks so much, School Secretaries!

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Job or Position?

by
DOLORES R. ORTH

Secretary
Henry L. Palmer School
Milwaukee, Wisconsin



My job—no, I prefer to think of it as my position. Why? Well, for one thing, a job is defined as “work done in the routine of one’s occupation or trade”. Alright, doesn’t that apply to the elementary school secretary? Of course it does; but, here’s a definition of position: “a post of duty, employment or trust to which one is assigned or appointed”. Now, if we improvise a little on this definition and convert the “or” to “and”, we get this: a post of duty, employment and trust to which one is assigned or appointed. Isn’t this the more complete description for the elementary school secretary? However, if you’re still in doubt, then you’ll just have to ask one . . . and that is exactly what your editor has done.

First of all, when I talk about my position, I’m going to do it with pride and with scrutiny—pride because I love and respect my work and scrutiny because that’s the only way I can separate my job from my position, since the two work hand in hand. So, if you too are an elementary school secretary, compare notes with me and evaluate your own position.

This is my job! . . . the taking of lunch money and issuing of lunch tickets; the selling of school supplies; collecting of milk money and placing the weekly order with the dairy; writing of checks and keeping of the books; balancing of the

statements; answering the many phone calls; enrolling new pupils; transmitting pupil personnel records; counter services for teachers, pupils and visitors; duplicating and mimeographing of forms, school and P.T.A. flyers, school paper and teachers’ class work; requisitioning and distributing of monthly supplies; tabulating and completing the numerous daily, weekly and monthly reports, as well as the several semester and annual reports; distributing the mail and typing the correspondence; the ordering of books; and, of course, I couldn’t forget the taking of the annual inventories. I could continue naming more of the routine tasks in the elementary school, but I am limited to the amount of space I can use in this issue, and I feel that this is a fair sample to work with. (I do recommend however, that all secretaries make a list of their “jobs” sometime; it’s quite revealing.) Yes, this is my job . . . the mechanics of my position. I’m happy doing it, though it’s not too different from any other office. Then, wherein lies my position? It is the “duty” and “trust” part of our definition. Let me give you an example.

Last summer I took a trip to Hawaii, where I learned, not too proficiently, how to do the hula. After school started in the Fall, my principal asked me to show my slides of the Islands in an assembly program. This I did with the addition of a hula performance by fourteen fourth, fifth and sixth grade girls. I had worked with them after school for a few weeks and, with the help of one of the mothers, who made the costumes, the program was a complete success. Later, the girls appeared on a TV educational program as well as dancing at the Bosses’ Appreciation Night Dinner, sponsored by the Milwaukee School Secretaries’ Association. In this case, the extension of interest in the educational opportunities of children became a part of my position. I was able to further their experiences in facing an audience, first, the familiar assembly, then

the unseen audience behind the cameras, and finally, the momentous audience of administrators. I was in a position to help these youngsters gain self-confidence and poise, as well as introducing to them a new interest. Therefore, the complete interest in the education of children in our school . . . that is the "duty", the "trust", the "position" of the elementary school secretary.

In addition to this genuine interest in the children, the elementary school secretary's position consists of RESPONSIBILITY, CONFIDENCE and RELIANCE. She has a responsibility to her boss to do her work to the best of her ability. She has a responsibility to the teachers to assist them as much as she efficiently can in providing the tools and services essential for effective teaching. She has a responsibility to the pupils, as stated before, to complement the well-rounded education planned for them by the school administration. Finally, she has a responsibility to the parents and the community in performing acts of public service in the interest of the educational system. In her position of trust, the elementary school secretary must keep in complete confidence whatever transpires in a parental conference and all other confidential matters. She must be dependable and reliable in all of her work.

Sometimes I shudder when I think that, there in the office, I not only execute the mechanical skills of my job, but, that, in the position of an elementary school secretary, I am a vital organ in that great body of education. I teach . . . when I interpret and explain the rules and policies of the school to the children and teachers. I guide . . . when I direct visitors to the teacher or principal and each time I give information over the telephone. I am a friend . . . when I "drop in" on a class when the teacher steps out for a few minutes, and when I put a band-aid on Johnny's scraped knee and take little Susie by her hand and lead her back to the Kindergarten room, which suddenly disappeared. Yes, and when a favorite scarf is lost, who can find it more quickly than the secretary? A short time ago, a fifth grade girl came to me with a problem. It seemed that she had quarreled with her best friend and would I please talk with her friend and explain the situation the way it really happened so that they could be friends again.

Then there was the sixth grade lad who begged me to phone his mother and convince her of the importance of his taking drum lessons.

There are others . . . products of our position. The reward?—well, if the feeling in our heart isn't reward enough, then it comes in the many simple Valentines mounting ever higher on our desk each February 14th and the cheerful young voice at the office door at the close of another Friday: "Just stopped in to wish you a nice weekend." Or, it's the pleasure of seeing the familiar face of an exhilarating high school Junior, visiting his Alma Mater.

Alexander Pope said: "Tis education forms the common mind; Just as the twig is bent the tree's inclined."

The elementary school secretary is a vital part of education, and as an ambassador of her administration, she can partake in its every phase. Is this not the reason she selected the educational office?

Yes, this is my position! Is it also yours?



"Prexy" Rachel in her "squaw dress" at the Regional meeting in Atlantic City.

They Said It Was My Job

by
WILMA R. HAIGHT

Secretary, Board of Education Office
Glen Ridge, N. J.

As has happened in thousands of other school districts in the past decade, expanding enrollments made it necessary for the Glen Ridge School System to move its administrative offices from their quarters in one of the elementary schools. The local paper described the operation as follows: "Central School has averted the threat of overcrowded conditions by re-converting for classroom use quarters now occupied by the administrative offices. These offices will be moved across the street and into a private dwelling." As simple as that! Out the front door, across the street, up a flight of 21 steps, and into our "private dwelling."

What the newspaper failed to relate was the fact that as moving time drew closer, the Superintendent, the Board President and the Chairman of the Building Committee all left on their respective vacations with carefree waves of their respective hands, and the parting words, "Moving? Oh, that's *your* job!"

Needless to say, we'd been preparing for the move for some time. Poor old "private dwelling." It had its innards torn apart, rent assunder, nailed together again and put back in different places. Its venerable plumbing was yanked out by the roots and replaced by shiny copper pipes and chrome fittings. Its walls were stripped of their paper and their nudity covered by exotic shades of rubber-base paint.

I'm the worrying type. I cross all my bridges before they are more than a gleam in an engineer's eye. Consequently I started packing at least two months before we moved. And such strange things turned up. Approximately \$2.50 in off pennies, nickels and dimes—mostly receipts from sales of aspirin. We have a great many headaches in Glen Ridge. A funny little bottle labeled "Gasket Cement." What does one do with that? Oh sure—cement gaskets. But I don't seem to have any gaskets, or else I don't recognize one when I meet it. And way back in the bottom drawer of my desk a package marked *SAVE* in large red letters

with three exclamation points. I inherited this from my predecessor eighteen years ago. Every so often I take it out, unwrap it, carefully scrutinize the contents, re-wrap it and put it back again. It contains two pieces of black-painted wood, about 6 inches long, two inches wide and an inch thick, each with a small hole bored at one end. I personally carried this package across the street and up the 21 steps. I still have it. I haven't the courage to throw it away.

As to the actual moving, since it was to be "my job" I systematized it. Oh my yes! I made tracings from the blueprints of the new office, cut out templates, no less, of our furniture, and arranged them on the tracings. Very impressive. I had all the furniture placed to my satisfaction when I realized I'd left no room for the people. Which should be eliminated: the furniture or the people? Threw out two tables, rearranged everything and went to bed happy. Woke up to the fact that while I'd left room enough for my file drawers to open, I hadn't left space for me to stand and rummage through them looking for something I hadn't put there in the first place.

Two solutions. I could lie prone on the top of the files and hang over the edge, or I could throw out more furniture. As I no longer have the physique for the first alternative, out went another table. Swoosh!

The result of all my planning found the Superintendent ensconced (in template) in the kitchen within shouting distance of his secretary, located in the dining room with her files in the erstwhile butler's pantry. The desk of the Secretary to the Board was in the inglenook. My first experience with an inglenook. It had me baffled for a time.

My own desk was to be half in the living room and half in the front hall where I might guard the safe and exercise my Public Relations.

Upstairs in the west bedroom we planned to have all our mimeographing supplies and equipment. This arrangement

(Continued on page 24)



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I Love My Life

by
MRS. MARY B. KELLER
School Secretary
James Monroe High School
1300 Boynton Avenue
Bronx 72, New York



... But at the pace at which it keeps me hopping, I won't last long; I've been saying that for 15 years, but am still going strong.

The school secretary's job in a big high school in **THE BIG CITY** is like no other job in the world. There are exasperations, frustrations, hallucinations, obligations, vexations; some compensations, joys, laughs, sorrows, tears—but never boredom or relaxation!

With over 3500 students, a staff of over 150 professional people and 50 custodial and lunchroom helpers, our school population is larger than a good many towns or villages throughout the United States.

Perhaps the best way to describe my job would be to outline a recent mid-winter stormy day. A storm with more than four to six inches of snow throws New York City completely out of gear. In recent years we have had less of this kind of weather and, therefore, the city is unprepared for it.

6:00 A.M. Weather report:—"Snow, sleet and high wind, ending in late afternoon. All highways and parkways slippery. If you do not have to drive, leave your car at home."

6:30 Started out confidently in car, much earlier than usual. (If the bus can make it, so can I!)

7:00 Car stuck in snow drift—tried unsuccessfully to get out—left the car and walked the rest of the way.

8:00 Arrived at school after trudging through snow and sleet—wet, breathless—late! (Borrowed a lab coat while my skirt dried.)

8:45 Exhausted, after calling substitutes—(only two available!) trying to cover home room classes of 15 absentee and 25 delayed teachers, notifying their chairmen, assisting in rearranging programs.

9:15 Entries made on personnel records, absentee blanks placed in teachers' mail boxes; wrote one teacher who was hospitalized concerning procedure for refunds. (I am still trying to secure a language substitute for the hospitalized teacher.)

9:30 Copy of payroll from Auditor's office. Check whether all notations made on last month's payroll service report have been taken care of by "mechanized payroll division." Notify auditor of any errors or omissions. Notify teachers whose payroll line has changed for any reason.

10:30 Received circular from Board of Education regarding six copies of "Civil List" to be prepared, with no provision for office copy. (The Civil List is prepared annually, and is a complete record of all employees of the City of New York. The secretary who prepares the list checks the previous year's copy against current records and, wherever necessary, adds, deletes or revises names, addresses, appointment dates and salaries of regular personnel.) Gathered material, planned to work on rough copy after lunch. Ah, well—best laid plans of mice and men!!!

11:00-11:30 LUNCH—Good hot cup of tea, cottage cheese and fruit. It's Lent, and the waistline needs watching, too!

- 11:30 Now to the Civil List. Brrring—"Mrs. Keller wanted on the intercom. The principal's secretary is swamped and we have a circular that must go to all teachers this afternoon. Can you help?" Who could say no? "To All Teachers"—Brrring—"Mrs. Keller on the telephone"—A neighboring school checking on a summer school mark of one of their students. (Since I serve in the summer school I get the calls all year round!) Brrring—the intercom again—"Something's wrong with the mimeograph machine on the 4th floor. Please call the repair man."
- 12:00-12:30 Relieve another secretary at the switchboard in the general office during her lunch period. A few entries on the Civil List between calls.
- 12:30 Package delivery—basketballs, baseballs, miscellaneous items ordered under Grants-in-Aid funds (for interscholastic activities). Check them, mail receipts, distribute to proper departments.
- 1:00 Continued circular to teachers. Completed stencil, ran it off, and distributed via mail boxes—mission completed for principal's office.
- 1:30 Perhaps I can do a little more on the Civil List. But that wasn't to be! Something fell off a spirit duplicating machine on the second floor—sent for Dr. Mary Keller! While in the history office, checked why the typewriter wouldn't work — and found a student aid had put the ribbon in upside down and backwards!
- 1:45 Back to the office and a waiting line—teachers with problems about pensions, a call to jury duty, courses needed for increments, forms to be filled out when taking examinations for higher license; lesson plans and keys for the substitute to be called tomorrow while the regular teacher is out for that exam; substitute teachers who want to know how to apply for salary increment. "Mrs. Anthony" (alias Keller) is expected to know all the answers—and usually does!
- 2:30 Forget the Civil List for today! Forms must go out to all teachers who are in charge of extra-curric-

ular activities—because the extra-curricular payroll is due at the end of the month, in addition to the regular payroll report, per diem substitute payroll report, regular substitute payroll report, minor repair bills, report on changes in organization for the new term, etc., etc.

- 3:00 Trudged back to the car with some of the kind custodial helpers who shoveled and pushed the car out of the snow drift which was now turned to slush. Drove the helpers back to school.

- 3:45 Arrived home, completely exhausted, and very happy that this was not one of the nights that I had to report back to night school (my extra job, three nights a week). All I have to do now is prepare dinner, wash the dishes, do a load of wash, iron some blouses, sew on buttons and mend the pockets of my husband's overcoat, take a shower, say my prayers and tumbel into bed.

This is only a very small sample of the life of a school secretary in our large city high school. Because our school is so large each of the secretaries is more or less of an expert in one particular field—and yet is familiar with all the varied duties required in a complex school system so that she can step in and help when another secretary is absent and, as usual, no substitute is available.

One secretary is assigned to pupil accounting—the period statistical reports on register and attendance of pupils, admissions and discharges, transfers, and so on. Others are the principal's secretary, the secretaries to the administrative assistants and guidance office; a secretary in charge of supplies—with a budget of over \$20,000 for all supplies from nails to textbooks and audio visual equipment, repairs, and so on; those in charge of pupil records—transcripts to institutions of higher learning, references to business firms, and the permanent file of official school records.

With over 3500 students taking approximately four examinations each at the end of the term, four secretaries are kept busy for weeks (in addition to their other assignments) cutting and running off stencils for the examinations in all the varied subjects offered in our curriculum. For security reasons, most of them are run off on one mimeograph machine, which means careful scheduling with chairmen of the

various departments so that all will be completed before the examination date.

All these activities, and the training of a student monitorial staff in personal appearance, office etiquette, and the operation and use of certain office equipment such as telephone, typewriter, duplicating machine and the like are performed—not in a quiet, private office, where there are no interruptions, but in a large public office, crowded with pupils, teachers, parents and members of the community. The school secretary must give personal attention to these individuals at the same time that she is performing all the other activities required.

June 30

3:30 P.M. **WHEW!** All the permanent enrollment cards and permanent record sheets for the 1200 new September admissions have been completed and filed. All the records of the 1000 graduates have been completed and filed. All the paychecks for the professional staff have been delivered, mailed, deposited or SPENT! All the statistical reports, payrolls, last minute letters and circulars have been completed, signed and mailed. All the "au revours" have been said, and most of the members of the staff have left to scatter to the four corners of the earth until September 11th.

Blessed breathing space—for ½ hour—and then on to registration for the summer high school which starts at 4 P.M. today! (This is my third job!) Why do some of us hold down extra jobs? It's a universal cry—underpayment for the services expected of us—and bills to be met for sons' college educations, mortgages, a few luxuries to make life a little easier, a little more security in the bank!

I'd like to quote, here, a short paragraph from an article entitled "SPOT-LIGHT ON THE SCHOOL CLERK", written by Miss Helen A. Murphy, President of the Teacher-Clerks Association of New York City, and published in the Spring 1957 issue of *The New York Supervisor*:

"What is Expected of the School Clerk?"

"Everything! The diversified duties of the school clerk are not comparable to any industrial or commercial office position. In a business office, they would be divided among many classifications of position—

accountant, secretary, statistician, supply clerk, receptionist, telephone operator. Yet, ONE clerk in a school must perform all these duties, serving as registrar too. The clerk is entrusted with confidential information, must be a responsible person, is expected to make a good appearance, be tactful, patient, and helpful to members of the faculty, pupils, parents, and members of the community. The tone of the school usually reflects the school clerk since she is the first and sometimes the only person a visitor meets. Her attitude towards visitors often reveals the attitude of the school towards her."

Since the above article was written, we in New York City have at last achieved our change in title to *School Secretary*, thanks to the diligent efforts of our Association under the leadership of Miss Murphy. We are still striving to raise the eligibility requirements, in the hope that, in the not too distant future, they will include a two year college course, leading to a degree of Associate in Arts, and eventually a four year college course, such course to include student training and practice in the school office. At present only one year of college is required, plus three years of business experience.

Despite the frustrations and vexations, and because of the compensations, I LOVE MY LIFE—the life of a School Secretary—and wouldn't exchange it for a drab business office. Having had fourteen years of business experience before I took on the school job, I know whereof I speak!

(Continued from page 10)

Educational secretaries have made tremendous strides over the past decade largely by their own efforts. They have expanded their professional horizons immeasurably. But they are at an important crossroad. Clarification of educational and professional standards must bring into clearer focus the professional objectives of this association. A concerted effort to secure state recognition and certification is now essential. Persistent and enthusiastic promotion of educational secretaryship as a professional career will bring a keener appreciation of your importance to effective educational administration.

(Continued from page 19)

would necessitate much upping and downing of stairs and would keep my figure young and girlish for years to come. There used to be a laundry chute connecting this room with the kitchen (Superintendent's office) below. We worked out a plan whereby we could place our completed work in the chute, throw ourselves in after it and all wind up in the Superintendent's office together. But alas! The architect, showing a complete lack of sympathy and understanding of secretarial problems, blocked up the chute.

Moving day arrived. Me and my "templates." Ha! The first thing I learned was that the movers know more about moving than I do. They told me so—gently but firmly. The next thing I discovered was that furniture removed from its natural environment and carried up-side-down on the back of a moving man becomes completely unfamiliar and unrecognizable.

When confronted by an individual rendered slightly bowlegged by the weight of a table balance on his back, I could feel my mind go blank. I'd never seen the table before, couldn't think where it came from, and had no idea where it was supposed to go. The gentlemen of the moving van were patient with me. "Just take your time, lady. We'll set this down and go round the corner for a cuppa coffee."

And somewhat to my confusion, we found that the mimeograph located in the room directly above the Superintendent's office, caused the poor man to shake like the proverbial bowlful of jelly every time we used it. The mimeograph machine now swings and sways on the top of four shock-absorbent foam rubber cushions while the Superintendent remains firmly grounded.

Yep—they said it was my job, so I did it. And if any of you can profit by my adventures, I shall not have done it in vain!

It's no secret -

fact is, we're happy to tell everyone, you in particular, how much we enjoy our friendly professional relationships with members of the NAES. We've been closely associated with schools for 74 years, so we speak from experience—a pleasant experience, too.

Silver Burdett Company

Morristown, New Jersey

CHICAGO

SAN FRANCISCO

DALLAS

ATLANTA

Speaking Nationally . . .



"NANCY NATIONAL"

ACTIVITIES, PLANS, AND PROJECTS OF THE
NATIONAL ASSOCIATION OF
EDUCATIONAL SECRETARIES

Atlantic City Regional

This past February, in Atlantic City, the New Jersey Association of Educational Secretaries, the Connecticut Association of Educational Secretaries and the Philadelphia Educational Secretaries Association joined forces with the NAES to present a Regional Conference that was truly national in scope. For the record, 164 damp but happy secretaries were on hand from 11 states and the District of Columbia. Four gallons of punch and 3 trays of cookies were consumed at Open House. The weather was vile and the fog so dense that the 10½ New Jersey hostesses (one had laryngitis) were hard put to convince their out-of-state visitors that the Atlantic Ocean was just over thataway.

Any personal fog existing in the minds of Conference attendees was quickly dispelled by the program's first speaker, Dr. William J. Hamilton, Dean of Instruction, Peirce School of Business Administration, Philadelphia.

Three aspects of the forthcoming NAES publication, "Plan Your Work—And Do It," were presented by a panel of three secretaries led by Mrs. Marion Wood.

Mrs. Burnes Jones of Washington, D.C., gave the following criteria for good *Communications*: Is it clear, concise, and does it serve its purpose.

Those about to purchase new office Equipment received this advice from Miss Edith Hammond of Hampton, New Hampshire: 1. Study—determine if the machine is really needed. 2. Think—will it sim-

plify your work? 3. Decide—which machine do you really want most. 4. Act—put your request in writing.

Miss Hammond might have added one more item—Keep your fingers crossed!

Miss Emma Castner of Washington, New Jersey, likened a *Work Calendar* to a builder's blueprint, showing how such a calendar if properly prepared and applied can result in the elimination of congested work periods throughout the entire school system.

Mr. Lee Demeter, Coordinator of School-Community Relations in Great Neck, New York, was the moderator of the Saturday afternoon panel on the "Professional Status of the Educational Secretary." Panel members were Dr. Frederick L. Hipp, Executive Secretary of the New Jersey Education Association, Dr. William Stover, Superintendent of Schools, Linwood, New Jersey, and Mrs. Louise H. Nelson of Philadelphia, President Emeritus of the National Association of Educational Secretaries. To summarize the afternoon's discussion, the members of the panel were in agreement that the educational secretary will eventually be required to have training beyond high school level if she desires to be recognized as a member of a profession. She must "take the lid off" her abilities and take the initiative in establishing a bridge of understanding between secretary and administrator in order that her potentialities for service may be recognized and utilized.

Saturday night's banquet was staged in a Valentine's Day setting by the Philadelphia Educational Secretaries Association, acting as Toastmistress. Philadelphia, with justifiable pride, presented their Superintendent of Schools, Dr. Allen H. Wetter, as guest speaker. It is quite impossible to capture in a news report Dr. Wetter's warmth and gentle humor as he talked of "The Four Keys to Happiness." The first key is Faith. The second is Work. The third is Laughter—"Smile for everyone looks better when they smile." And the last key is Love—"With malice toward none; and with love for all." In the words of Dr. Wetter, "The Keys to Happiness are tied together with a thread called the mind. They lie in the jewel case of your heart. It is up to each one of us to put them to work."

The final session of the Conference was a Sunday breakfast program presented by the Connecticut Association of Educational Secretaries, presided over by Miss Jean Molgard, President. For the edification and enlightenment of the secretaries

and their guests, Connecticut presented Dr. Henry M. Halsted, III, of the Educational Policies Commission of the NEA. Dr. Halsted gave in rapid succession eye-opening and disturbing facts relative to the East-West student exchange program carried out last summer by the United States and Soviet Russia.

A report of one speech has been omitted from the foregoing chronological account of the Atlantic City Regional; namely, the introductory remarks of NAES President, Mrs. Rachel Maynard. In her presentation of the aims and purposes of the Association and its accomplishments to date, Mrs. Maynard's sincerity and enthusiasm were so contagious as to cause this reporter to have difficulty in resisting the urge to step up and pay her dues a second time.

The Atlantic City Regional lived up to its advanced publicity. The weather was dubious—but the people most certainly were the nicest!

Fiesta Time is Convention Time

The greatest patriotic celebration in the United States (and this is *no* Texas brag) opened in the Alamo City the week of April 19. The crash of marching bands and the sounds of carnival enticed crowds from across the land to participate in the 64th Annual Fiesta San Jacinto. This Fiesta heralds the victory which gained independence for Texas in 1836.

Amid all the fun, fervor, frolic and festivity, the educational secretaries of Texas and other states took time out April 24-26 to hold a Regional Conference for the National Association of Educational Secretaries and the 9th annual State Convention for the Texas Educational Secretaries Association in San Antonio.

Eight states were represented—Arizona, California, Colorado, Illinois, Indiana, Kansas, Michigan, and Texas.

Friday evening the San Antonio secretaries were hostesses at a Tamalade Buffet. Everything was in keeping with the fiesta period. The girls dressed in holiday Mexican costumes and "squaw" dresses. Tables were dressed in red and white cloths and a typical Mexican theme was thoughtfully planned down to the Mexican serenaders and dancers for the evening's en-

tertainment. It was a colorful and delightful affair.

One hundred and fifty-five educational secretaries were welcomed by the Honorable Edwin J. Kuykendall, Mayor of the City of San Antonio, at the opening meeting Saturday morning. The TESA Convention address was given by Mr. Thomas B. Portwood, Superintendent of Schools, who chose as his topic "Secretaries Under Whom I Have Worked." In his talk he emphasized that "under the reign" of various secretaries he had been forced to become efficient, confident, good natured, productive, adjustable and never to try to find anything in his own office. Mr. Portwood closed his speech with the statement that, actually, educational secretaries had contributed more to school systems than any other group of people of a similar size.

At the National Regional Conference Virginia Riley of Mt. Vernon, Illinois, Co-chairman of the Professional Standards Committee, led the discussion groups on professional standards. Rachel Maynard, National President, presided at the business session. National Board members counselled with the girls on current problems.

Both groups recessed for lunch. The luncheon decorations carried out the fiesta spirit. Mexican carts filled with corn husk flowers, confetti, and miniature replicas of floats from the Battle of Flowers parade highlighted the tables. Favors were Mexican hats decorated with bottles of perfume.

The luncheon speaker was Rachel Maynard. Her topic "Speak Strong for NAES" was illustrated by clever poster visual aids enumerating the dividends received from membership in National.

Saturday evening the world renowned Flambeau Parade brought down the curtain on the Fiesta celebrations. Among the appreciative 325,000 spectators to the three hour parade were the educational secretaries who were honored by having a reserved section set aside for them.

An appropriate and fitting conclusion to the convention was a devotional in the little Church La Villita Sunday morning. Here in the church built by German Methodists in 1876 gathered educational secretaries from all parts of the nation.

Many of the secretaries joined in a tour of this most historic city. Later in the day as they departed by bus, train, car and plane, every TESA and NAES member who had attended the convention truly felt she belonged in the Fiesta Queen's Court—for she had been to a Coronation of her own. Each had been crowned in wisdom, friendship, pomp, and entertainment. May she reign many years to come, and reign wisely.

THE LAST WORD... (THIS YEAR)... ON NAES MEMBERSHIP

by
VIRGINIA MATHONY
Associate Editor NES

Have you ever wondered why membership in NAES is important to all educational office employees? In checking the list of reasons, two stand out above the others.

1. NAES provides opportunities for educational office employees to become specialists in their field. Jobs in educational offices are specialized, but where can the educational secretary receive training for her job? Her specialized training must come from experience on the job, and through her co-workers. These co-workers are school employees throughout the country and members of NAES who want to become more efficient in their work, and want to share with others what they have learned. With this purpose in mind NAES makes available to each member aids such as *The National Educational Secretary, Action and Reaction, File It Right*, and *Blueprint for Action* which were written by secretaries and are full of helpful and practical ideas that you can apply to your job.

Institutes, Regional Conferences, and National Conventions are instructional and provide an opportunity to talk over problems and ideas with other secretaries. They also allow time for fellowship, and many fine friendships have been cultivated through these meetings.

2. NAES is constantly working to raise the professional status of the educational office employee.

As educational secretaries, we want and need recognition of our professional status. This we can not get alone. Even though the desire for recognition begins with each one of us separately, we need the backing of NAES as we strive for greater skill, integrity, and service.

The two reasons above point out the benefits that each member of NAES can receive. Now, let's see what we can do for NAES.

Each member makes the organization stronger; each member brings us closer to our goal of having an office in the NEA Building; each new member helps NAES expand its programs: more institutes and Regional Conferences can be offered, and more locations for Professional Standards Tests can be established.

Membership in NAES is only \$4. per year. Life memberships are \$50. payable in four payments. This is a nominal fee in exchange for the many benefits offered.

NAES needs you, and you need NAES! Fill out the membership blank today, and tell your friends about NAES, too. Let them enjoy these privileges with you.



Let's Meet Amy In St. Louie . . .

**Amy Ruhland is Convention and Institute Chairman
for 1959.**

TWENTY-FIFTH ANNUAL CONVENTION

CORONADO HOTEL, ST. LOUIS, MISSOURI

Friday, Saturday & Sunday, July 17, 18 & 19, 1959

PROGRAM FOR THE CONVENTION

FRIDAY, JULY 17, 1959

2:00 p.m. REGISTRATIONMadrid Lounge

8:00 p.m. OPEN HOUSE AND RECEPTIONCrystal Lounge

Hostesses: St. Louis County Association of Educational Secretaries
Presidents of Affiliated Associations and NAES officers in receiving line.

SATURDAY, JULY 18, 1959

8:30 a.m. OPENING SESSIONCrystal Room

Invocation

NAES Song, accompanied by Jean Fritsche

Greetings: C. H. Lindemeyer, President, Missouri State Teachers
Association

Amy Ruhland, Convention-Institute Chairman

Betty Neininger, President, St. Louis County Association of
Educational Secretaries

Response: Corinne Messenger, Junior Past President, NAES

Orientation "Speak Strong for NAES!" Rachel Maynard, President, NAES

9:30 a.m. Coffee Break

10:00 a.m. ADVISORY COUNCIL MEETINGCrystal Room

Presiding: Edith Hammond, Affiliations Chairman, NAES

Attending: Official delegates from the Affiliated Associations

10:00 a.m. DISCUSSION SESSIONFrench Room

Attending: NAES members who are not delegates to Advisory Council

12 noon Lunch

1:30 p.m. to 4 p.m. ANNUAL BUSINESS MEETINGCrystal Room

Presiding: Rachel Maynard, President, NAES

Admission by NAES membership card

6:30 p.m. **CONVENTION BANQUET**Ballroom
 Invocation: Betty Neining, President, St. Louis County Association of
 Educational Secretaries
 Speaker: Dr. Vinton Logan "Humanics"
 Presentation of Professional Standards Certificates: Martha S. Luck
 and Virginia Riley

SUNDAY, JULY 19, 1959

RISE AND SHINE—Attend the CHURCH of your choice. Then plan to leave at
 6:00 p.m. from the Coronado Hotel for the MUNICIPAL OPERA in Forest
 Park. (Title of opera you will see to be announced. Evening includes
 opera, backstage tour, and catered dinner.)

THE CONVENTION IS FOLLOWED BY—

**AN INSTITUTE FOR SECRETARIES AND
 OFFICE PERSONNEL IN EDUCATION**

July 20-24, 1959 WASHINGTON UNIVERSITY St. Louis, Missouri

PROGRAM FOR THE INSTITUTE

MONDAY, JULY 20, 1959

8:00 to 9:00 a.m. **REGISTRATION**—Brown Hall, Washington University
 9:00 a.m. **GENERAL SESSION**Brown Hall Auditorium
 "Norms, Aspirations and Content," Dr. Adolph Unruh, Director,
 Summer School, Washington University
 10:00 to 10:30 a.m. **Coffee Break**
 10:30-11:30 a.m. **CLASS PERIOD 1** (Monday through Friday) Choose one class from:
 Course 1 Professional Association Leadership
 Course 2 Commercial Correspondence
 Course 3 Public Speaking
 11:40-12:40 p.m. **CLASS PERIOD II** (Monday through Friday) Choose one class from:
 Course 4 Human Motives
 Course 5 Records Administration
 Course 6 Reading for Today's World
 12:40- 2:00 p.m. **Lunch**
 2:00- 3:00 p.m. **CLASS PERIOD III** (Monday through Friday) Choose one class from:
 Course 7 World Events
 Course 8 Work Simplification
 Course 9 Understanding the Arts
 3:00- 4:00 p.m. **Library Work and Individual Conferences**
 Evening—Free

TUESDAY, JULY 21, 1959

9:00 a.m. **GENERAL SESSION** "Old and New St. Louis," Mr. Ralph D'Oench,
 President, the Ralph D'Oench Company, St. Louis
 10:00 a.m. to 4 p.m. **Day schedule same as Monday**
 Evening **BASEBALL GAME**—St. Louis Cardinals vs. Chicago Cubs—Busch Sta-
 adium (Time to leave hotel announced later. Game time 8 p.m.)

WEDNESDAY, JULY 22, 1959

9:00 a.m. **GENERAL SESSION** "Let's Be Businesslike," Mr. J. J. Ritterskamp, Jr.,
 Vice Chancellor for Business Affairs, Washington University
 10:00 a.m. to 4 p.m. **Day schedule same as Monday. Evening free.**

THURSDAY, JULY 23, 1959

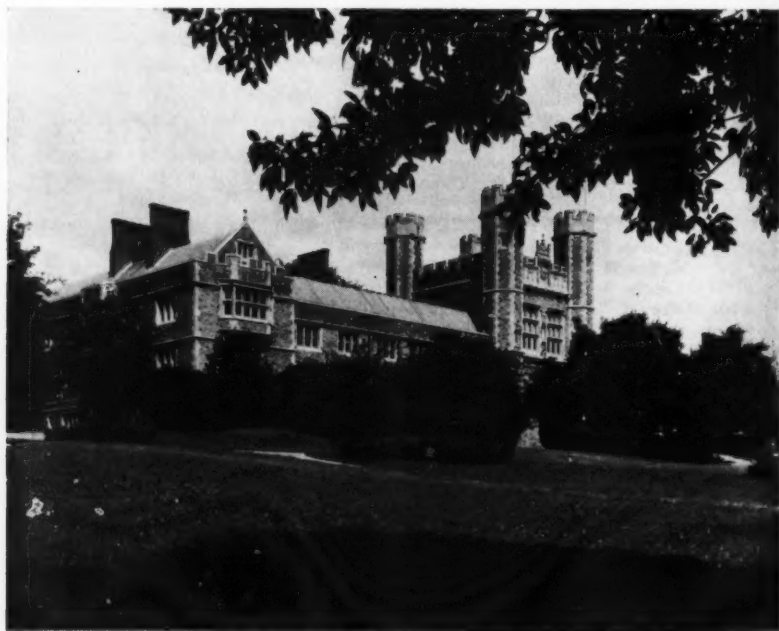
9:00 a.m. **GENERAL SESSION** "Mirror, Mirror on the Wall," Mrs. Gladys Meyer,
 Manager, Employee Services Division, White-Rodgers Co., St. Louis
 10:00 a.m. to 4 p.m. **Day schedule same as Monday.**
 6:00 p.m. **Leave Coronado Hotel for RIVERBOAT TRIP ON THE "THUNDER-
 BIRD"** (catered dinner)



A catered dinner will be served aboard the **THUNDERBIRD**, a river party boat, as one evening's entertainment of the Institute program.

FRIDAY, JULY 24, 1959

- 9:00 a.m. GENERAL SESSION "True Greatness," Dr. O. Walter Wagner, Executive Director, The Metropolitan Church, Federation of Greater St. Louis
- 10:00 a.m. to 3 p.m. Day schedule same as Monday
- 3:00 to 4:00 p.m. FAREWELL TEA—given by Washington University, Brown Hall Lounge
(1 unit of undergraduate credit at the Institute may be earned by registering for course 44-155, Organization and Supervision)



Washington University, St. Louis, Missouri

PROFESSIONAL STANDARDS

You, as a member of NAES, can earn Nine Grades of certificates under the Professional Standards Program, based on:

Education—You start with high school graduation and secure additional educational points with academic training or NAES tests.

Experience—You accumulate experience points yearly.

Professional Activity—You count membership in professional associations; attendance at conventions, conferences, workshops, institutes, and in-service training sessions; participation in professional

associations as officer or committee member toward your professional activity points.

The first seven of the nine Grades of Certificates may be earned without college credit, but college credit is recognized beginning with Grade II.

May 15 is the deadline each year for completing applications for certificates to be awarded that summer.

If you do not have a copy of the Professional Standards Program brochure which outlines the certificate requirements, ask the Registrar to send you one.

ATTEND FIRST NAES DEPARTMENTAL MEETING NAES TO HOLD OFFICIAL DEPARTMENTAL MEETING AT NEA CONVENTION, JUNE 29, 1959

As announced in the *National Educational Secretary* of February, 1959, we shall hold our first official Departmental meeting with the NEA during its annual convention this year. The meeting will be held at the Mark Twain Hotel in the "Den" Monday, June 29. This will be a one day meeting. The policy for holding the Departmental meeting at the NEA convention was set by the Executive Board of the NAES at its annual convention in July of 1958 at Boulder, Colorado.

The program for the one day meeting will be as follows:

9:30 A.M. Registration and Coffee Social

10:30 A.M. Problem Discussion

Cooperation of NAES with NEA

Membership

Professional Standards

Noon Luncheon—Guest Speaker, Mr. Newell Walters, Colo. State Dr. NEA

Afternoon Visit to Educational Exhibits

Evening Attend General Session of NEA

All educational office workers who attend the NEA convention are urged to attend this departmental meeting. If you are attending the entire convention, you will want to read the NEA Journals from January to June in order to arrange your schedule for the meeting to your best

advantage. If you plan to attend only the Departmental meeting, probably you will be able to arrive on Sunday and attend the first general session of the NEA and hear the address of the President, Ruth Stout. If you can remain through Monday night, you will want to attend the gay "Friendship Night" meeting. Hawaiian dances and entertainment is featured on Monday night. The NAES would not have any members forego the NAES convention and National Institute at Washington University, St. Louis, July 17-24, in order to attend the Departmental meeting. But there are some secretaries who usually attend the NEA conventions and there are some who cannot get away from their offices at the time of the NAES convention. These are the ones we wish to invite, especially and urgently, to attend the Departmental meeting this year. Let's make this first one a big success.

While you should make your own room reservations through the NEA, you should notify Corrine if you plan to attend so that she may work out the program and the luncheon arrangements to the best advantage. The luncheon will be a moderately priced one.

Following are forms for your convenience.

Housing Reservation—

Send to: Convention Reservations Bureau

911 Locust Street, Room 406

St. Louis 1, Missouri

Single Room _____ Double Bedded Room _____ Twin Bedded Room _____

Arriving _____ AM _____ PM Leaving _____ AM _____ PM

Choice of Hotel:

First _____ Second _____

Third _____ Fourth _____

Name or names of room mates must be listed: _____

Your Name _____ Position _____

Street _____ City and State _____

If you wish to be housed where the meeting is held, make the Mark Twain your first choice. Rates at the Mark Twain are listed at present, as: Single, \$6.25-\$9.25; Doubles, \$8.25-\$10.75; Twins, \$10.25-\$12.25.

Send to: Corrine Messenger

School Board Office

North Little Rock, Arkansas

I plan to attend Departmental Meeting, Monday, June 29, 1959 _____

I plan to attend Departmental Luncheon, same date _____

I shall arrive at Mark Twain Hotel, June _____, 1959 at _____ AM/PM

I shall remain in St. Louis until _____ AM/PM, June _____

I would be willing to conduct discussion on Cooperation of NAES With NEA—Membership—Professional Standards

If not at Mark Twain Hotel, my address will be _____

Signature _____, Position _____

Home Address _____

**A Must for
Every NAES Member!**

**TODAY'S
SECRETARY**



**TODAY'S SECRETARY'S
60th Anniversary Issue**

based on the theme:

"The Secretary Surveys Her World"

Here in one, complete reference volume (our regular April issue) is over 80 pages of text and photographs tracing the progress of the secretary in the business world since 1899.

This 120-page, historical reference, divided into three, factual sections — 1. How It All Began; 2. How It All Changed; 3. How It Looks From Here — will feature articles on the history of shorthand and the typewriter; changes in education, training, communications and letters; the growth of women in business; the need for secretarial organizations; and the effect of automation on tomorrow's secretary.

ORDER YOUR COPY NOW! SINGLE COPY PRICE — \$1.50*

*Place your order through your NAES Chapter and Save! On orders for three or more copies to be mailed bulk to one address, we offer a special price of \$1.25 per copy. Check for payment should accompany order.

TODAY'S SECRETARY • 330 W. 42nd St., New York 36, N. Y.

Listening In . . .



VIEWS AND NEWS, FROM FAR AND NEAR...
WHAT THE AFFILIATED ASSOCIATIONS ARE
DOING AND THINKING...

NORTHEAST REGION

(Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey,
New York, Pennsylvania, Rhode Island, Vermont)

Mrs. Dorothy Call, Reporter
505 Locust Avenue
Torresdale Manor
Philadelphia 14, Pennsylvania

CONNECTICUT

Alack and Alas! We bemoan the lack of news from the Connecticut Association of Educational Secretaries Association. Are you there, Connecticut? Do you read me? If so, let me hear from you.

DELAWARE

Great strides are being made in Delaware toward Certification for secretaries. At present only senior secretaries are eligible for Certification, however, a study is being made by the State Classification-Certification Committee to formulate basic requirements for reclassification of secretaries in order to make more girls eligible for certification.

At the annual spring luncheon-business meeting, held recently in Dover, secretaries were asked by a representative of this committee to send in their suggestions for these basic requirements, so that the committee could set up standards which would be fair, not only future secretaries, but also to those "old-faithfuls".

The annual summer get-together, which is a strictly social function where all can relax and just talk, is planned for as a day out at Rehoboth Beach.

MAINE

Farmington State Teachers College was the scene for the Secretaries Workshop held on April 24 and 25. Speakers from the State Department were on hand and conducted sessions dealing with "State Forms" and very competently answered all the "whys" and "wherefores" of these office "pet peeves".

MARYLAND

Baltimore County Educational Secretaries Association

Dr. Charles DeWitt, Principal, Middlesex Elementary School, extended the welcome and greeting to the membership at their regular meeting. Following a brief business session the gals decided to become better acquainted and joined in with songs and games and food.

A professional growth meeting was also held recently at which time the A. B. Dick Company demonstrated their newest equipment in electric mimeograph and electric duplicator. After seeing the demonstration featuring the colored ink process, every secretary immediately requisitioned a new duplicator. Sure hope you are all successful in having that requisition filled!

MASSACHUSETTS

The Parker House Roof in Boston, Mass., took on a tropical atmosphere when the Massachusetts Association of School Secretaries held their recent meeting in the form of an Hawaiian Luau. Vanda orchids, flown direct from Honolulu, and colorful leis were presented to each of the 175 secretaries in attendance. Native Hawaiians furnished the beautiful Hawaiian music and tropical athurium and ti leaves, also flown from Honolulu, as well as tropical fruit provided the table decorations. Pan American World Airways supplied a colored sound film made by expert photographers in Hawaii, giving those in attendance a colorful "vacation" in the beautiful islands of the Pacific. A delicious luncheon, Hawaiian style, was provided and you almost had to pinch yourself to be sure you were still in Massachusetts and not really in Hawaii. Edith Anderson, of Arlington, did a "bang-up" job for this well attended meeting.

District IV, Essex and Suffolk Counties, conducted a one-day Workshop on a SAT-URDAY. Here are secretaries that really do like their work and even conduct Workshops on their so-called "day off". Group dynamics were developed and sessions were held dealing with the elementary, high school and administrative offices.

Dr. Lawrence G. McGinn' Superintendent of Schools, Lynn, Mass., welcomed the group and President Grace M. Stafford, conducted the business meeting.

Election of officers is the order of business for the May meeting, which will be held in Boston.

NEW HAMPSHIRE

The annual spring meeting held on April 4, was a gala celebration as it marked the Twentieth Anniversary of the New Hampshire Association. Pins were presented to all Past Presidents. As each Past President received her pin she reminisced for a few moments of the activities of the group during her tenure of office.

The Seventh Annual Workshop was held in late April at the Plymouth Teachers College, under the general chairmanship of Edith Hammond, better known to the New Hampshire gals as "Lady Gulliver". As per usual, a fine workshop was conducted and attendance was excellent.

The Annual Meeting is planned for Oc-

tober, 1959, and Dr. Mark Strickland will be the guest speaker.

Plans are also underway for the National Institute and Convention which will be held at the University of New Hampshire during the summer of 1960.

NEW JERSEY

Speakers and discussions at the Regional Conference in Atlantic City recommended a better job of merchandizing the position and influence of the educational secretary. New Jersey Association of Educational Secretaries followed this idea at their recent Workshops, by using the theme, "The Professional Approach to the Secretarial Positions". A county superintendent, a principal, a supervisor and a board of education secretary made up panels at both the Northern and Southern Workshops to augment the discussion of the position and advantages of the educational secretary and her professional status. They emphasized the benefits this higher standard would provide for the educational systems in which professional secretaries function. Improved alliance was urged with superintendents and educational secretaries, principals and secretaries, and with the public and workers in educational offices. Resulting from the discussion at the two workshops, a small committee representing secretaries and superintendents will meet to explore basic standards for secretaries in education.

NEW YORK

The New York State Convention will be held in Albany, October 16 and 17. A cordial invitation is extended to all members and visitors to attend. How about some of you gals from the Northeast Region making reservations and surprising these New York ladies by being in attendance. Complete information can be had from Mrs. Leola Travins, Chairman, Niskayuna, N. Y.

Crete Deming, past president, recently retired from her school position and was elected an Honorary Life Member of the Association. Pins have been presented to past-presidents, Crete Deming, Isabel Pad-dock and Barbara Klumpt.

At a recent Executive Board Meeting held in Great Neck, it was voted to secure the services of a qualified public relations person to assist in bringing the aims of the association to the attention

of the many school districts not presently represented by membership in the New York State Association of Educational Secretaries. Money realized from exhibits, at recent conventions, is being used for this noble purpose.

Long Island Association of Educational Secretaries

The Planning Committee of the Long Island Association of Educational Secretaries is again hard at work planning for the October Zone Conferences.

It is hoped that present members will keep the dates in mind, and that the new personnel in the schools will be informed of them by their secretaries. Conferences will be held as follows:-

North Nassau—October 2, 1959—Hicks-ville High School

South Nassau—October 7, 1959—Baldwin High School

Suffolk—October 16, 1959—Brentwood High School

PENNSYLVANIA

The recent annual meeting of the P.A.E.S. and the Pennsylvania State Education Association was held in Harrisburg. Since the P.A.E.S. is a round-table group of the Pennsylvania State Education Association it is necessary that they meet each year at the same time the teachers of Pennsylvania hold their conventions. Dr. L. J. Fink, Dauphin County Superintendent of schools, presented interesting facts and information regarding Certification of Educational Secretaries.

The Fourth Annual Educational Secretaries Conference sponsored by the Pennsylvania State University was held on April 23, 24, and 25. Conferees were welcomed by the State President, Fernly Roebuck, and the keynote speaker was Dr. Paul W. Bixby, Assistant Dean for Extension College of Education, who spoke on the subject of "An Administrators Looks at His Secretary." Marion Wood of I.B.M. Corporation, spoke on "The Co-efficient of Office Efficiency" and Dr. A. H. Reede, Professor of Economics spoke on "Life in Kruschew's Russia". The usual "buzz sessions" on common problems were also held. Highlight of the Conference was the excellent business meeting and the banquet that followed.

Presently, Pennsylvania boasts of eighty-eight (88) organized and affiliated groups. Some of the new additions for 1958-59 in-

clude the Delaware County Association with 110 members strong and a very capable President named Helen Abramchuk. The Eastern District, which includes Berks, Carbon, Lehigh, Northampton and Schuylkill Counties, is another new group. They recently met with the State President, Fernly Roebuck, and are rapidly learning the "ins" and "outs" of organization and affiliation. Norma Arner is working hard for this groups and is proving to be a most efficient leader. Another "new edition" to the Pennsylvania family is the Abington Township Secretaries under the guidance of Ferd Emerick, President. Both Dr. Daum, Business Manager, and Dr. English Superintendent of Schools, have extended their "blessings" to this group, so they should really go places and do things. Already they have launched a Newsletter entitled "ORBIT" and are well on their way to developing a Secretary's Handbook. Neighboring districts, Philadelphia and Lower Bucks, are helping and assisting where ever possible.

Beaver County Association of Educational Secretaries

Louise Serack, President, informs us that the Beaver County Association is publishing the State Newsletter for the P.A.E.S. This is a big project, but we know they will do a fine job and find it most rewarding. Just ask Lower Bucks County Association, they handled the first Newsletter for the State.

Butler County Association of Educational Secretaries

This active bunch of gals are about the hungriest group ever. Each meeting held is preceeded by dinner or followed by food from the Home Economics Departments. Meetings like these should certainly enhance your memberships. Projects for 1959-60 include an award to be presented to a deserving commercial student at commencement. Extra efforts in selling those ball point pens and all occasion greeting cards will finance the award.

Lancaster County Association of Educational Secretaries

Patricia Eicherly, guiding light of this association, announces that they have recently completed a series of In-Service Programs and are now in the midst of planning a banquet for May 5, 1959, at which time Certificates of Attainment will

be awarded to those secretaries who participated in the In-Service Programs. Guests for the evening will be school administrators. Isn't this professional growth in action!

Lower Bucks County Association of Educational Secretaries

Lower Bucks is also conducting In-Service Programs during the month of May. All programs are arranged for, free of charge, by the Public Service Institute of the Department of Public Instruction. Any Pennsylvania School District may partake of these services just for the asking. Mr. Fred Miller, who is the Director of this noble department, is ready, willing and able to assist any group of fifteen or more in organizing an In-Service Program. For FREE you should take!

Joyce Curry, President, recently had to move her office. Some of you may have read of the FIRE at the Delhaas High School, Bristol, Pa. The administrative offices and 19 classrooms were lost in the fire, however, there wasn't a single fatality among the student body or the school personnel. Joyce writes, "You may hear your students talking sometime or hoping that the school will burn down, but since it has happened to us, our students will never think of it again. They actually cried as they stood by and watched their building be reduced to ashes."

The general spring meeting of the Lower Bucks group is planned for the month of May in the form of a dinner-theatre-meeting. Reservations and plans are being placed with the secretaries at Bensalem and Bristol Schools.

Philadelphia Association of Educational Secretaries

The Philadelphia Association of Educational Secretaries held their Annual Business Meeting in Gimbel Brothers downtown store. Miss Martha Gable, Director of the Division of Radio and T.V. Education in the Philadelphia Public Schools, showed slides and spoke on "Some Impressions of Russia", obtained this past year when she was a guest of the Russian government as one of the judges of the fifteen countries competing in the World's Gymnastic Championships. Miss Gable had a good opportunity to meet the people, ride the subways, shop in the stores, and take the pictures shown.

The Annual Luncheon of the Philadel-

phia Educational Secretaries will be held on Saturday, May 2. The Secretaries will provide the "entertainment" and "show".

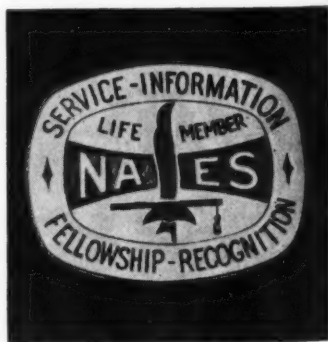
Pittsburgh Association of Educational Secretaries

The Annual dinner-meeting was held on April 28, in downtown Pittsburgh. Following the business meeting Mr. Elmer Gumto gave a demonstration on flower arranging and the making of corsages.

A Dessert Bridge Party is planned for Saturday, May 9, in the River Room of the Y.W.C.A. in downtown Pittsburgh. The affair will be topped with the presentation of scholarships to the Grace Martin Business School to two Pittsburgh high school graduates. This promises to be a real "gala affair" with gifts for everyone, surprises, out of town guests, and a Bi-Centennial Theme with some historic replicas. Chairmen Ruth Fulton and Hilda Seekamp are really going all out to make this affair an "affair to-top-all affairs."

RHODE ISLAND & VERMONT

S.O.S. Any affiliated organization in these two states? Would greatly appreciate hearing from you and welcoming you to our National family.



This is an enlargement photograph of the proposed pin for life memberships in the National Association of Educational Secretaries.

SOUTHEAST REGION

(Alabama, District of Columbia, Florida, Georgia, Kentucky, Mississippi, North and South Carolina, Tennessee, Virginia and West Virginia)



Mrs. Josephine Campbell, Reporter
Jackson Public Schools
P. O. Box 918
Jackson, Mississippi

DISTRICT OF COLUMBIA

Association of Educational Secretaries,
Public Schools, District of Columbia

President Viola E. Craig and Mrs. Burnes P. Jones presented the February Program, which consisted of reports on the Atlantic City Regional Conference. As a result of this meeting the association has adopted a project of formulating a work calendar. This should be a most helpful device. The current fundraising activity—sale of Lindy pens—is being continued. These pens have proved quite popular, and the campaign has been a financial success.

One of the highlights of this year will be the May visit from NAES President Rachel Maynard. A social meeting is planned as the last 1958-59 get-together. **Secretarial Association of the Public Schools of the District of Columbia**

When the regional conference was held in Atlantic City, the SAPSDC sent four representatives, with part of their expenses paid by the association. This is a worthwhile use of association funds, both as a means of expressing appreciation to those who have worked hard to build up an organization, and to inspire them to even greater efforts, as well as to imbue them with new ideas. Keep up the good work!

At the annual spring meeting on April 15, business and pleasure were combined at a dinner meeting.

These girls are looking forward to May when NAES President Rachel Maynard will be in Washington and will visit with them. One of the best ways to "spark local interest and participation is through a visit from one of the national officers—they have so much enthusiasm that it

would be next to impossible for some of it not to rub off.

FLORIDA

Hillsborough County Association
of Educational Secretaries

The last 1958-59 meeting of HCAES featured a tour of the new County Office Building in Plant City, and a program on "The Working Homemaker" by the county home demonstration agent, Miss Lora Kiser and her assistant Miss Mary Ellen Carter. If they gave you any tips on how to make these two jobs mesh, you should pass 'em around, girls.

President Sadie Lobo says that this year the association has concentrated its efforts on increasing memberships in professional organizations, and on qualifying members for the Professional Standards Program sponsored by NAES.

Margaret Frecker, chairman of the Professional Standards Program, has issued information on the educational and service requirements to qualify for the various grades of certificates, and is making arrangements for courses to be offered to enable secretaries to fulfill the requirements. Some secretaries plan to qualify this year.

Proceeds from the association's fundraising activities will help send delegates to the state workshop at the University of Miami in June, and to the NAES meeting in St. Louis in July. Mrs. Miriam Holley is chairman of this committee.

Attendance at meetings has been very good this year, and it is felt that the association fills a great need in helping secretaries serve the school system to the best of their ability.

VIRGINIA

Richmond Association of Educational Secretaries

Mrs. Ruth Garnett, chairman of RAES in-service training program, has worked closely with the Department of Personnel in setting up the first administration-sponsored workshop ever held for Richmond secretaries. The workshop was designed to promote the secretary's efficiency and to deepen an understanding of the position of the educational secretary in today's public schools.

The program opened in February and will continue through May with the following classes scheduled: (1) A Review of General Accounting, (2) From Textbooks to Toothpicks—a follow-through study of all requisitions, (3) Guidance

Services—an orientation of the Guidance Department and related community services, and (4) General Administration—last minute do's and don't's and next year's reminders.

Four dates were set for each class in order to give secretaries the convenience of a choice of days. Meetings are entirely on school time, beginning at 2:30 p.m. Sessions are held at the school board office and instructors are from the administrative staff of the Richmond public schools.

Although the voluntary aspect has been emphasized, the response to this new venture in cooperation with our "official family" has been practically 100 per cent. It is believed that the success of this workshop will lead to other opportunities for professional growth for the secretaries in Richmond.

SOUTH CENTRAL REGION

(Arkansas, Kansas, Louisiana, Missouri, Nebraska, Oklahoma, Texas)



Mrs. Velma Norman, Reporter

Houston School District
1300 Capitol Avenue
Houston 2, Texas

WE MAILED A QUESTIONNAIRE . . .

When our affiliated groups do not talk enough or we really want to *know* something, then we go statistical, compile a neat questionnaire, hopefully mail it, and anxiously wait for your replies. (1) This time we asked if the *National Educational Secretary* was read. Only one person said partially—most of you read it "religiously" (your quote). (2) The Listening-In Section was found to be particularly valuable for (a) ideas that could be adopted locally; (b) challenge to improve professionally; (c) find out how local association compared with other associations; (d) interesting to read about friends or members met nationally; (e) stimulus for better programs. (3) Asked what else you liked, we drew the following comments. *Arkansas*: Feature articles; information on conventions, and pictures of officers. *Kansas*: We just like it.

If we didn't get any other benefits from belonging to NAES the magazine is worth the \$4. *Missouri*: Articles by educators inspire us, and are helpful, because educator is more apt to express a true opinion in an article than to his employees directly. *Jefferson City, Missouri*: we are fond of "Crackerbarrel Comment." *Texas*: Excellent ideas; also like pictures of officers and executive board members. (4) As to changes our groups would like to see made: Comments were very flattering and most of you like it "as is." One association asked for more informative articles, and one asked that we publish NES more often. (Help!) (5) We asked if associations had informational brochures on their organizations. No one has. *Kansas Association of Educational Secretaries* said they have need for one, and would we help? If some of our readers have brochures will you please mail a copy

to Mrs. Wilmajean Coate, President, Wichita, Kansas? (6) To our inquiry as to newsletters it was found very few local associations publish one, but most state organizations do produce a bulletin.

ARKANSAS

Arkansas Association of Educational Secretaries

A one day spring meeting was held April 18 at the Albert Pike Hotel, Little Rock. Further plans will be made for the 1960 Institute to be held at the University of Arkansas, Fayetteville, Arkansas.

Fort Smith Association of Education Secretaries

"Our Poor Relations" was the talk heard by members at the February meeting held in the local telephone company offices. A tour of the building followed with a social hour. Husbands and principals were guests.

A representative from one of the leading investment broker companies will speak to the group at the next meeting and explain the operations of the Stock Market and how to make investments.

North Little Rock Association of Educational Secretaries

An Administrative Dinner was sponsored by this group March 17. Ninety were present. St. Patrick's Day motive was carried out in Irish potatoe place cards, festooned in Shamrock collars and hats. The programs were covered by Kelley Green hats. Mrs. Corinne Messenger spoke on "What Makes You Tick—Self Evaluation." Juanita King and Leola Woodsmall participated in a panel "It Could Be You."

KANSAS

Kansas Association of Education Secretaries

Katie Kansas schedules two meetings yearly. The annual convention is always the first Friday in November, and will be held in Topeka, Kansas, November 6, 1959.

In early spring, usually March, a one and one-half day workshop is planned. The 1959 workshop was held March 20 and 21 at the University of Wichita. An "Ice-breaker" was held Thursday evening, March 19, when a representative from a department store told of Fashion Trends

in the home. The following day participants heard a panel discussion, comprised of three principals and two secretaries, on "Professional Relationship of the Secretary With Other Staff Members." The Board President spoke on public relations and the responsibilities of the Board. Senator Shriver of Kansas explained tax problems in relation to schools. Saturday morning a consultant from the University spoke on oral communication.

Opal Faulk and Wilmajean Coate both of Wichita are Life Members of NAES.

With a present total of 83 members a goal of 100 active members has been set.

LOUISIANA

New Orleans Educational Secretaries Association

Orleans Parish School has allotted secretaries time for a one-day workshop which they will hold April 17. They plan to learn more of the work of the Accounting Department.

This active group also plans a twoday Institute this fall at Xavier University.

Corinne Delaney, president of this group and several other members attended an organizational meeting of educational secretaries from over the State at Baton Rouge on February 21. This meeting was held in the Louisiana Education Association headquarters there. The name of the organization agreed upon is The Louisiana Association of Educational Secretaries of the L.E.A.

The topic discussed was "Professionalization and the Educational Secretary." The major policies decided upon in maintaining professionalism were (1) demanding good qualifications (2) professionalism—having charm, respecting authority, honesty, integrity, and (3) welfare—the demand for higher wages.

Mr. J. K. Haynes, Executive Secretary, L.E.A., stated that professionalism and welfare should be the first steps in making a positive approach to the issues faced by educational secretaries today.

New Orleans secretaries plan a closing banquet April 27 to a very busy year.

MISSOURI

Jefferson City Association of Educational Secretaries

Officers were installed at our January meeting. Each officer was presented with a rose as she was installed.

At the February meeting the girls "loosened their belts and kicked off their shoes" for a Family Style Dinner and program. A Valentine theme was carried out, games played and Valentine candy awarded the lucky winners.

Attendance has been good at meetings because of well planned dinners, interesting programs, good entertainment, all mixed with a little hard work.

OKLAHOMA

Ponca City Educational Secretaries Association

Northern District Meeting was held at Blackwell March 20. It started with a "Get Acquainted" coffee at 8.30 A.M. The speaker was Mr. Clyde H. Hukills, Assistant Manager of Kay Electric, Clerk of Board of Education, Blackwell. His topic was "The Responsibilities of a Modern Day Secretary."

In the near future this group hopes to take summer courses at Oklahoma University and get college hours.

TEXAS

Corpus Christi Educational Secretaries Association

CESA entertained all bosses and their wives at a Valentine Tea. Approximately 160 people attended, and it proved to be an excellent idea, because the wives hope this will be an annual event.

This group hosted the secretaries section meeting March 20 at the TSTA District III meeting. At luncheon our guest speaker discussed "The Secretary as an Individual, As an Employee, and as a Homemaker." It was a thought-provoking session and caused each girl to re-evaluate herself.

Houston Administrative Educational Secretaries Association

Seven secretaries attended the District I TSTA Meeting at Galveston, March 13. Mrs. Mildred Meyers, Southwestern Bell Telephone Company spoke on "Design for Living" after luncheon. We help our bosses and stimulate our personalities by (1) Finding happiness in our work; if not contented to seek other employment; (2) Learn how to get along well with others; (3) Have good unity and balance; (4) Develop friends; (5) Get every assistance to solve problems.

At the March 18 meeting Miss Lauretta Miller, Director of Nursing, talked on "Stress and Strain" and gave advice and help. Some suggested ways to handle tensions are: (1) To balance work with play; (2) To loaf a little; (3) To put off until tomorrow—some things can always be set aside; (4) Talk out troubles; (5) Learn to accept; (6) Get away from it all; (7) Have regular check-ups.

Our Service Committee is collecting clothes for adult patients at the TB Hospital. A cookie and candy sale is scheduled to help raise funds for a scholarship.

Mr. Sam McCluney, Director Industrial Arts, has made a gavel this year of rare and costly African (Gaboon) ebony for the next lucky HAESA president. New officers will be installed at a dinner meeting in May.

Houston Educational Secretaries Assn.

February 5 TESA President, Charlyne Roberts, spoke to us on "Professional Secretaries." She pointed out that to be truly professional, members must have: (1) necessary skills; (2) motivated by a desire to serve others; (3) strive continually to improve competence; (4) preserve organization's Code of Ethics; (5) set standards; and (6) train leaders and present a united front in support of these leaders. At the same meeting Velma Norman, NAES Listening-In Reporter, gave the following "Advantages of Belonging to NAES": (1) Identified as a professional person; (2) Keeping up to date and informed; (3) Unity and expression through association; (4) A Code of Ethics; (5) Fun and friendship; (6) Self-improvement.

As a money-making project to help defray expenses of members to the Austin workshop, a book review was scheduled March 3. Mrs. Frank Dyer, board member, reviewed "The Moon by Night." Bosses and friends were invited.

At the March meeting Mrs. Shirley Clark, Six Weeks Report Clerk from the Administration Building, discussed the fourth six weeks report.

Several members attended the District I TSTA meeting March 13 at Galveston. They came home loaded with nylon net "loot bags" filled with goodies.

San Antonio Educational Secretaries

March 13 eighty members from 37 counties attended our District II TSTA section meeting.

SOUTHWEST REGION

(Arizona, California, Colorado, Nevada, New Mexico, Utah)



Mrs. Margaret Savage, Reporter
562 Browning Avenue
Salt Lake City, Utah

ARIZONA

After 35 years in the Phoenix High Schools-College System, Secretary Grace Buckingham Holt, civic leader and poet, is retiring.

Hit by illness and a recent eye operation and stroke, Mrs. Holt is going to take it easier. She served as secretary for several superintendents of the Phoenix system.

Mrs. Holt is the only high school secretary in Arizona to hold a special commendation certificate awarded expert education secretaries over the nation. She has written many articles on secretarial work.

In high school she won the highest ranking typist award for students, a gold medal presented by the Remington Typewriter Co., plus another award for typing. She was Phoenix Union High School Valedictorian.

She served as Recording Secretary and Executive Board Member of the National Ass'n of Educational Secretaries for six years. She also organized and served as President of the Arizona Educational Secretary Group. She is past president of the Arizona Federation of Business and Professional Women; past state and Phoenix president of the National League of American Pen Women; and a past president of the League of Business and Professional Women.

Her latest honor, although there have been many others, is notification by Cranbrook Tower Press of London that she will be listed in their "Who's Who in Poetry."

Her poems "mostly about people and their feelings—light verse," have appeared in many anthologies, and have been collected in a book, "Confessions."

In 1940, she turned to song writing with "I Remember Brown Eyes," and wrote and broadcast women's and travel programs over Radio Station KOY for nine years. They won her a string of national awards including two first places.

Born in British Columbia, she came to Phoenix with her family in 1902. Her son, Harry E. Buckingham, resides in California.

CALIFORNIA

Alhambra Association of Educational Office Employees

Alhambra's annual spring workshop, which was held the last week in March, was a real success (both in education and fun). Three individual sessions were planned on Effective Speech, You at Your Best, and Philosophy of Life and Mental Health. They learned that every good secretary needs to know how to express herself in concise thoughts and words that mean what she is trying to convey. They learned that the little things so often make the difference in "looking your best"—for instance, you should firmly resolve never to appear at your desk with the polish on your nails in a frayed condition. They learned that we all need to know more about Mental Health and we should all have a real philosophy in life which should be formulated by THOUGHT on a sound basis. Too few of us take time in these busy days to decide *ahead of time* just what our attitudes, goals, and ideals must be in order to make us the type of person we want to be.

After those sessions, they enjoyed refreshments and good fellowship.

Dr. Samuel Wanous was the speaker for the joint session. (Need they say more?) Those who heard him speak at the Convention in Los Angeles know that he is

very humorous and at the same time has a profound insight on the problems of business offices in general and the complexity of the ideas and materials that present themselves daily.

Clerical & Secretarial Employees of Long Beach Schools

The Membership Chairman reports 100% membership—(How about giving the rest of us your secret?)

Sunday, May 24, is the date set for the annual County May Breakfast. It will be held in the International Ballroom at the Statler Hotel, Los Angeles.

Pasadena Association of School Secretaries

The members and their guests purchased tickets to a Pasadena little theatre production in April and the proceeds from this will support the Association's scholarship fund for a Pasadena high school graduate majoring in business training.

During Secretary Week, April 19-25, an evening banquet was held to which all office personnel in the vicinity were invited. This was a very gala affair. This was co-sponsored with the women in the local American Institute of Banking group and Pasadena Legal Secretaries and the spirit of cooperation between these organizations is really worth mentioning. Each had its own autonomy through the year, but when planning time rolled around for Secretaries' Week, their representatives worked together in a fine manner which made for the success of the dinner celebration.

NEW MEXICO

New Mexico Association of Educational Secretaries

The SENMEA met in Carlsbad on March 20. A very fine program was carried out at that time. The Eastern District met in Clovia on March 26, and the Southwestern District met in Las Cruces on April 3, for a sectional meeting.

July 6-10, 1959, are the dates that have been set for a workshop sponsored by the Dept. of Educational and Administrative Services and Educational Secretaries in New Mexico. The purpose of the workshop is to study secretarial practices unique to education. University campus housing facilities will be available for housing and meals for persons participating.

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to the

National Educational Secretary

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Renew your membership now!

NORTH SHORE PRINTERS, INC.

535 South Sheridan Road

Waukegan, Illinois



There will be a general session each morning for all in attendance, with sectional meetings each afternoon to take care of all the various school clerical jobs.

UTAH

Utah Association of Educational Secretaries

It's spring again—and that means all Utah Educational Secretaries will be putting on their "newest outfit" sometime the later part of May, for their annual Spring Get-Together.

Ogden has been chosen as "Hostess City." They will have a gala luncheon and musical numbers. All Past Presidents will be honored.

The Secretaries will learn how to make beautiful and artistic flower arrangements. It is good for secretaries to *learn* for their leisure hours too.

The Salt Lake City Educational Secretaries Association

The Salt Lake Secretaries will have their annual June Luncheon with their bosses. This usually takes place on the very last day that Principals and Secretaries have to work,—(so they work half day and play half day). The boss is the secretary's guest and everyone enjoys the luncheon and the program. It is a wonderful way for secretaries to tell their bosses "how nice it is to work for them."

NORTH CENTRAL REGION

(Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, North Dakota, South Dakota, and Wisconsin)



Miss Agnes Dobronski, Reporter

5286 Mead

Dearborn, Michigan

ILLINOIS

Danville Association of Educational Secretaries

Bosses-secretaries banquets are in the program schedule of many educational secretaries associations, but the Danville Association of Educational Secretaries turned theirs into a real "hen party." This year instead of their bosses being entertained, they feted the bosses wives.

A veritable "ladies night," tables were decorated with various types of spring hats of paper mache displayed on sculptured heads. Speaker of the evening was Mrs. Hazel Wire, assistant to the county superintendent of schools, with a most appropriate topic of "For Women Only."

The Danville Association functions under a different working arrangement from most, having no officers. Instead of elected officers, the members are divided into committees for each meeting scheduled during the year. These committees are held responsible for planning the program for the respective meeting, conducting the meeting, and having minutes written and sent to each secretary.

Lake County Association of Educational Secretaries

Something new and different is tried at each meeting of the Lake County Division of the Illinois Association of Educational Secretaries meetings. This group is now completing its second year since being organized, and report that every meeting is met with enthusiasm.

A special meeting and workshop was held at the Highland Park High School recently followed by a tour of the school building.

INDIANA

The Indiana Association of Educational Secretaries and Indiana University jointly sponsored a conference for Educational Secretaries on April 20 and 21, 1959, on the campus at Indiana University. Secretaries working in elementary schools, junior and senior high schools, colleges and administrative offices took part in the two-day affair. The theme for the conference was: "Key To A Smooth-Functioning School: People." The "key" to a smooth functioning school many times, is the "school Secretary." In many occasions she is the receptionist, nurse, counselor and administrator for her school. Thus, the "smooth functioning" school is dependent of its secretary.

In the afternoon general session members of the Indiana University School of Education discussed the Motivations, Problems and Characteristics in "Understanding the Pupils, Teachers and Administrators, Patrons and the Public. Miss Mammie Messmer, Secretary to the Superintendent and Board, Metropolitan School District of Martinsville, closed the afternoon session with "An Educational Secretary Speaks." Following this session the girls had an opportunity to tour the campus.

One of the "highlights" of the conference was the dinner on Monday evening, followed by an inspirational message by Dr. Elvin S. Eyster, Chairman, Department of Business Education. In the social hour following we were given an opportunity to get better acquainted with other secretaries.

The Membership Committee reported that there are 388 members in I.A.E.S. for the school year 1958-59. This is an increase

of 69 members as compared to 319 in 1957-58. CONGRATULATIONS to a hard working Membership Committee!

IOWA

Iowa Association of Educational Secretaries

The new high school and junior college at Fort Dodge was the setting for the spring district meeting of the Iowa Association of Educational Secretaries on May 2nd.

The School Belles of the Des Moines Public Schools

"The Voice of Your School," was the topic when Miss Frances Colflesh of the Northwestern Bell Telephone Company spoke to the School Belles of the Des Moines Public Schools several weeks ago. Her presentation was "terrific," and revealed some amazing facts. It was the opinion of the group that the program was worthy of a National convention or Institute.

A committee from this association is now working with the school system Personnel Department in the preparation of handbooks, in-service training plans, etc.

Plans are also being made for this "going-strong" group to begin publication of a news sheet for the School Belles, probably to be issued monthly.

MICHIGAN

Michigan Association of Educational Secretaries

Ferris Institute, at Big Rapids, is the location for the 1959 annual Summer Work Conference of the Michigan Association of Educational Secretaries. This year planned for August 4, 5, and 6, will be the third wonderful, and looked-forward-to visit to Ferris.

Tentatively the program includes such topics as: professional standards, office management problems, human relations, psychology for secretaries, machine work—tricks and techniques, retirement problems, letter-writing clinics, problem clinics, testing in schools, and answering critics of schools.

Flint Association of Educational Secretaries

Activities of the Flint Association of Educational Secretaries apparently do not

"fold up" for the summer months. Already planned for August is an ice cream social and fish pond to be held at Ballenger Park. Receipts from this affair are for the benefit of the association Scholarship Fund.

Grand Rapids Association of Educational Secretaries

Worthy of mention is the speaker and topic of a recent meeting of the Grand Rapids Association of Educational Secretaries. "Tools For Money Management," a talk by Miss Irene Cole of the Union Bank and Trust Company, was found to be a definite help, aid, and information to secretaries attending. Miss Cole was indeed welcome, being a Past President of the Michigan Association of Educational Secretaries, and though having left school work some years back still has an active interest in both state and local educational secretaries association activities.

Highland Park Association of Educational Secretaries

Looking ahead at the beginning of this school year, the officers of the Highland Park Association of Educational Secretaries decided that in order to make meetings interesting, profitable, and well-attended, changes should be made. As a result, the association this past year has had a new "set-up" with the assistance and helpful guidance of Mr. D. L. Pyle, Assistant Superintendent in Charge of Personnel.

The group has met once each month during the past year alternating a business meeting and a seminar. Seminars held included such topics as "Your Voice Is You"—a Michigan Bell Telephone Company program, letter writing techniques, and the techniques of duplicating.

Kalamazoo Association of Educational Secretaries

Are you looking for ways and means of making money for your association?

"Where there's a will there's a way," has become the motto of the Kalamazoo Association of Educational Secretaries. An austerity budget in the school system has made it necessary for the members to earn all the funds necessary to send their usual large delegation to the Michigan State Convention, this year held in Detroit.

A book titled "Secretaries Secrets" is the latest project of the K.A.E.S. The title

may be a little misleading, however—the publication is a cook book, filled with only the choicest recipes of some very talented cooks, often evidenced at the association's pot luck dinners. Complete with picturesque illustrations, the book sells for \$1.00.

A card party held in April was open to the public. A style show and door prizes provided added attractions and resulted in a good attendance. A doll raffle, and also the sale of ribbons, and candy, added greatly to the fund.

At this writing, the group is confident they'll find the "way". Golly sakes! Such initiative and determination.

St. Clair County Association of Educational Secretaries

Stimulating interest and thus increasing membership are aims which should result in the future success of the St. Clair County Association of Educational Secretaries. The spring meeting of this group will be held on May 12 at the Ruth Bacon School in Kimball Township. Most appropriately, Mrs. Ruth Bacon, St. Clair County Superintendent of Schools, will be speaker for the evening. A dinner meeting, the program will also include a short business meeting, and entertainment.

Wayne County Association of Educational Secretaries

The Fourth Annual Boss - Secretary Banquet of the Wayne County Association of Educational Secretaries is scheduled for Monday, May 4, at the Rackham Building, Detroit. Attendance at this function last year was 450 and word is that it will reach 600 this year. The group is indeed honored to have been able to secure Dr. R. C. S. Young as speaker.

Wayne State University Office Personnel Association

The fifth institute for on-campus employees was sponsored by the Office Personnel Association of Wayne State University on March 31 and April 1. This year's theme was the Three P's in the University Pod—Purpose, Problems, Progress. The two afternoon sessions consisted of talks, panel discussions, skits, and exhibits.

The group is also working on a handbook for non-academic employees.

MINNESOTA

Minnesota Association of Educational Secretaries

Getting yourself on TV is one way of promoting educational secretaries. Minnesota Association of Educational Secretaries President, Lorraine Hagglund, and her co-workers at Henry High School appeared on a TV show several months ago in a program on the Minneapolis Schools. This state association received mention and the purposes and work of the association were explained by the announcer.

Austin Public School Secretaries Association

A recent dinner meeting of the Austin Public School Secretaries Association was held at King's Wood. (Note: We are told this is the former family home of George Hormal II, of Hormel's meat products, which has been converted into a hotel and restaurant. A ninety room house in the center of an 160-acre arboretum.) Shirley Nelson, one of Austin's secretaries, showed slides of her 1958 summer European trip.

OHIO

Ohio Association of Public School Employees—Department of School Secretaries

Kent State University, at Kent, Ohio, in cooperation with the Department of School Secretaries of the Ohio Association of Public School Employees, will hold a summer Institute for Secretaries, on the Kent State campus, July 6, 7, 8, 1959. For information write to Miss Louise Wheeler, Associate Professor, Department of Secretarial Science, Kent State University. Attendance of at least 100 is anticipated. Ohio secretaries deserve a word of praise when one reads this is their 15th annual workshop.

One of the activities of this association for the past year was a personal-contact membership campaign. The School Secretaries Department was represented at all district meetings with several officers being present to meet and talk with the secretaries at such meetings. A good start resulted in a membership gain with further increases expected in the future.

Akron Association of School Secretaries

From all reports received, meetings of the Akron Association of School Secretaries are most interesting and cover a wide variety of subjects.

At a recent meeting, Miss Nancy Dean, speech teacher for the Akron Public Schools, was guest speaker. Miss Dean was the Goodwill Ambassador to Yugoslavia last summer, sponsored by the Adult Education Division of Akron University, in connection with the program of "Experiment in International Living." Pictures of her trip were shown, and Miss Dean relates her experiences while living with a family in Yugoslavia for two months and while traveling in its beautiful country.

Association of Cleveland Public School Secretaries

The Association of Cleveland Public School Secretaries cooperates with the Custodians Association each year for an Annual Retirement Party honoring all retirees in their group of the local school system. This year scheduled for May 2nd, is the ninth annual such affair. Service awards are presented and all retirees receive orchids.

The annual meeting of the Cleveland School Secretaries group was held last month, with Harry Mesnick, Manager of the Cleveland Teachers Credit Union, as guest. Also on the association schedule recently was a theater party at which time over 100 secretaries attended the play, "No Time for Sergeants."

Parma Secretaries

A panel consisting of Superintendent Paul Briggs, principals, and administrators, was the program for a recent meeting of the Parma Secretaries Chapter. Questions from the floor were given to the narrator, Mr. Donald Quick, Director of Pupil Personnel of the Parma Schools, and answered by the panel. Each panel member also voiced their opinion on what they expect of their "Gal Friday". In addition to bosses being entertained at this meeting, secretaries from Lakewood and Lake County were also invited as guests.

The May meeting includes a tour of the new Research Laboratory of the National Carbon Company, in addition to the business session.

Toledo School Secretaries

From the Toledo School Secretaries we received a report on what seems to be a most efficient in-service training program and orientation period for new elementary school clerks. In May of each year, Mrs. Margaret Dwyer, Supervisor of clerical services in the Toledo Public Schools, holds a workshop program for these new employees. The new clerical employees meet in her office to prepare their yearly statistical and annual reports.

There are many advantages to this procedure, which include: (1) to save time; (2) to permit discussion of any problems, permitting all to benefit from experience and able to cope with similar situations in the future; (3) no interruptions from telephones or persons coming into the school office; (4) electric adding machines and facilities being available in the central office; and (5) we can't overlook the coffee break and getting-acquainted periods.

More than just this annual workshop, however, the training period in the Toledo Public Schools is actually a continuing workshop program, and Mrs. Dwyer works with these secretaries as long as they need assistance during their first year.

SOUTH DAKOTA

South Dakota Association of Educational Secretaries

June 12th and 13th are the dates of the State-Wide Secretarial Workshop to be co-sponsored by the South Dakota Association of Educational Secretaries and South Dakota State College. This year, being held in Pierre, the state capital, it is their third annual workshop. Information in the association newsletter indicates that the program will include such items as construction of office handbooks, psychology, time-and-motion study for secretaries, financing, punctuation review, and a few other surprises.

WISCONSIN

Milwaukee School Secretaries Association

Instead of the usual bosses-secretaries banquet affairs, the Milwaukee School Secretaries Association labels their "Bosses Appreciation Night", this year held in April.

Following the old adage, "all work and no play 'makes Nancy dull,'" secretaries of this association will attend a Milwaukee Braves versus Pittsburgh Pirates baseball game on May 26th.

Racine Educational Secretaries Association

A new undertaking of the Racine Educational Secretaries Association was to conduct a local "Institute Day" last month. "The Role of the Secretary in Public Relations," was the topic of the main speaker. Films shown were, "Voice of Your Business," and "The Secretary: A Normal Day."

In the afternoon session, members of

the central administrative office secretarial and accounting staff presented a discussion on the use of the various reports submitted by their schools. The success of this first institute resulted in plans immediately being formulated to make this an annual event.

This association also has established a policy for making a yearly award of a dictionary (or equivalent) to a girl at each of the local high schools. The selection is made by the principal and/or his awards committee to a girl with the highest scholastic average including at least six semesters of commercial work. These girls are then invited to attend the spring meeting of the association as guests of honor.

NORTHWEST REGION

(Idaho, Montana, Oregon, Washington, Wyoming)



Mrs. Grace Mackie, Reporter
3220 S. E. 90th Place
Portland 66, Oregon

OREGON

By the time this issue of the magazine is published the annual convention will be a fond memory. From the reports the girls in Portland went all out to see that it was a big success.

The Oregon Education Association which sponsors a TV program once a month invited our state group to put on a half-hour program in April. Charlotte Parr, Winnie Bolinger, Gloria Jirel and Edith Dunn were the panelists for this informal question and answer program. Bet everyone who listened learned many new and interesting things about this group.

Oregon Tribal Topics and its editorial staff are looking forward to producing a more professional, more eye-catching, and more helpful publication next year.

Eugene, Bethel and Corvallis secretaries all received salary increases this spring. Congratulations!

All officers and committee people will meet in Portland on May 16 to work out plans for the 1959-60 year. These sessions are always provocative and productive. Oregon is looking forward to another banner year.

WASHINGTON

The state group is striving to complete requirements for affiliation with the Washington Education Association. They hope to make this a reality by fall.

Moses Lake and Shoreline groups are using work shops as the method to become better acquainted with their work and fellow secretaries.

Seattle

The classes in English sponsored by this group proved to be so popular that plans are being formulated to carry on this type of professional class work next year.

Through careful planning and much work a new secretary transfer form has been devised which will make it much simpler to apply for a transfer to another job in the district.

Shoreline (Seattle)

A fashion show was held in March to secure funds to send a representative to the National Convention in St. Louis.

Crackerbarrel Comment . . .



EDUCATIONAL SECRETARIES TALK IT OVER . . .

We've been "cooped up" all winter around the crackerbarrel. A quick look outside tells us it is good baseball or gardening weather, nicely packaged on weekends. Within the cluster of tiny, flannel-lined green leaves, small pink blossom buds can be seen now. These are incipient rosy-pink promises of a magnificent spectacle to come in the first days of next month. The air is as fresh as spring violets. Along about evening, if you are listening, you can hear the young frogs plopping in the pond.

It has been pleasant "talking" to you this year by way of this column. Your comments have been most welcome. Have a pleasant summer, rest and relax for another busy school year.

Time is at a premium from now on till the end of school. Try some of these short cuts and see if they are time-savers for you, also.

Have a supply of envelopes already addressed to frequently written addressees. Janet Grant, Alpena, Michigan

Make a carbon copy of the phone message you take for the boss—then you can check back if necessary to make sure the original did not go astray.

It makes people feel important to be recognized either on the phone or when calling in person. A list of each caller is kept and checked at the end of the day to help me remember the person. The next time they call, I recognize their voice and call them by name. M. Carlin, Clinton, Indiana

In mailing payroll, make up 10 sets of envelopes in the spring so they are ready to go when the checks are done throughout the summer. Arleta Keesler, Rockford, Michigan.

Our bulletin board was always cluttered. Now we have a form titled "announcements." The teachers' names are listed at the bottom. After reading the notice, each teacher checks his name—all checked—presto!—the notice can disappear. Dorothy W. Saunders, Eugene, Oregon.

I have one envelope for each teacher, in which I put his check and put it in his box. "This envelope contains your check. Please return to me for use next month." They like the convenience and privacy of it. Alta Moore, Amarillo, Texas.



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